

## 74<sup>th</sup> St. Luke's Watford South Scout Group



## How to book the minibus

So it is a pretty simple process

**You need to request a booking** from our Bookings Officer (Vicky) on 74thstlukesminibus@gmail.com informing her in an email of the dates you wish to borrow it, your organisation and where the bus is going. **Please make clear which bus** you want to borrow (74<sup>th</sup> bus or Apollo bus – identical except the 74<sup>th</sup> bus has a tow bar)

**She will then reply**, sending you the bookings form (if your dates are free) or informing you if they are not.

Finally, download a copy of the Regulations and Rates (from the website) and make sure you are covered under all the regulations, and that the form page is fully completed.

The keys can then be collected, and the bus collected from St. Luke's Church, Langley Way, and returned to the same location.

We appreciate that setting off for camp for the weekend is a busy time, so allow for a Thursday collection on a weekend booking. Also the bus needs to be returned by 4pm on the Monday, to avoid incurring an additional days charge.

## Easy.