

# BRENT COMMUNITY TRANSPORT

UNIT 29-30 BRIDGE PARK  
HARROW ROAD  
LONDON NW10 0RG  
Tel: 020 8961 3770 or 020 8838 1353  
Fax: 020 8838 3560 or 020 8838 0092  
[www.brentct.org.uk](http://www.brentct.org.uk)

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## GROUP TRANSPORT (MINIBUS ONLY) CHARGES, PAYMENTS AND FINES

### CHARGES TO STATUTORY GROUPS

Brent Community Transport minibus hire charges are made up of two components. These comprise of a session charge and a mileage charge. All minibuses, regardless of size, are charged at the same rate.

Our charges include the costs of FUEL, INSURANCE AND NATIONAL TYRE, AUTO WINDSCREEN AND AA BREAKDOWN COVER.

#### 1. Session Charge

Each day is divided into three separate sessions.

Morning session: 00.00hrs – 13.00hrs (12 midnight – 1.00pm)

Afternoon Session: 13.00hrs – 17.00hrs (1.00pm – 5.00pm)

Evening Session: 17.00hrs – 24.00hrs (5.00pm – 12 midnight)

The hire charge for each session is **£19.00**

The hire charge for a full day (**three sessions**) is **£57.00**

**NB: There is the mileage charge to be added to this Session Charge.**

#### 2. Mileage Charge

First 100 miles: £0.75 per mile

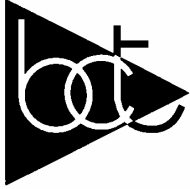
Every mile over 100 miles: £0.60 per mile

### PAYMENTS

Payment of all invoices is required within SEVEN DAYS OF RECEIPT OF THE INVOICE. If a group's account is not fully cleared within ONE MONTH it may result in the refusal of any further bookings until the account is settled in full. A deposit is required for trips of two days duration or more, if the trip is outside the M25 or at the discretion of Brent Community Transport. Deposits are based on an estimate of the full cost of the trip and must be paid before the keys and paperwork can be issued.

PLEASE NOTE: Cheques should be sent in adequate time to be cleared before the trip date. Brent Community Transport accepts payments made with a Credit or Debit card.

Cheques should be made payable to: **Brent Community Transport**



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## **FINES**

To minimise the cost, disruption and possible cancellation of other groups' journeys, we operate a fines system to encourage those groups to consider other members' needs. Fines will be imposed for any of the following:

Vehicle taken earlier than agreed time:	£20 + session charge
Late return of vehicle:	£20 + session charge
Vehicle returned upswept / unclean:	£20
Keys or log- sheet not returned / returned late:	£20
Mileage not recorded or incorrectly recorded:	£20
Lights left on / vehicle not secured (doors open, etc)	£20
Vehicle returned with less than ¼ tank of fuel:	£20
No Notice of Cancellation:	booked session charge
Late / No Notice of Cancellation of Training Session:	£30
Vehicle Insurance Excess (for own-fault accidents):	£300

Additionally, persistent offenders may be barred from using Group Transport Services. Please help us to help you by ensuring your group and driver are aware of, and agree to and abide by these rules and our terms and conditions.

## **CANCELLATION RATES FOR 'WITH DRIVER' SERVICES**

Less than 24 Hours notice cancellation	Full Price
24 Hours or more notice	50%
48 Hours or more notice	Nil