

TRANSPORT BOOKING FORM



Club/Society			
Organiser Name		Tel	
E-Mail Address			

Purpose / Event						
Location						
Vehicles Required (specify number)	7 Seater Transit Van	8 seater Long Wheel Base	9 seater	12 seater	14 seater	15 seater

Designated Driver		Tel	
Designated Driver 2		Tel	

Hire Date			
Departure Date		Time	
Return Date		Time	

Date Submitted	in person (B34 Merchiston)	by e-mail (ensa@napier.ac.uk)
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Once your vehicles have been confirmed you MUST submit the pre-departure forms A and B. These must be submitted to ENSA at B34 Merchiston Campus by 12 noon on the day before departure or 12 noon on Fridays for weekend departures. Failure to submit this information on time will result in your vehicle booking being cancelled.

OFFICE USE ONLY

Logged by		Date	
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Cover note required? Yes No Dates covered

Date confirmed by Endsleigh Date organiser informed

Date hire company informed of cover Pre-Departure Form

Next of Kin list completed? Return Form