Group Booking Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Group Name | |  | | |
| Address | |  | | |
| Contact Name (lead of group) | |  | | |
| Telephone No. | |  | Mobile No. |  |
| E-mail |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Destination full address | |  | | | | Date of travel | |  | | | | | |
| No. of people traveling (including escorts/carers) | | | | | |  | |
| Pick up time  Return time  Multiple Pick Up Points?  (If yes, please provide full address) | | | | Yes/No | Is a Tail Lift (L/T) Required | | Yes/ No | | Total No. of Wheelchairs (W/C) | | |  | |
| **Note: For every wheelchair 2/3 seats are taken out of the minibus depending on wheelchair size (Please make us aware in tick box below).**  **Please also make note of any users who may use walking aids** | | | | | | | | | | | | | |
|  | Name | | Address | | | | | | | Postcode | W/C (Tick) | | T/L (Tick) |
| 1 |  | |  | | | | | | |  |  | |  |
| 2 |  | |  | | | | | | |  |  | |  |
| 3 |  | |  | | | | | | |  |  | |  |
| 4 |  | |  | | | | | | |  |  | |  |
| 5 |  | |  | | | | | | |  |  | |  |
| 6 |  | |  | | | | | | |  |  | |  |
| 7 |  | |  | | | | | | |  |  | |  |
| 8 |  | |  | | | | | | |  |  | |  |
| 9 |  | |  | | | | | | |  |  | |  |
| 10 |  | |  | | | | | | |  |  | |  |
| 11 |  | |  | | | | | | |  |  | |  |
| 12 |  | |  | | | | | | |  |  | |  |
| 13 |  | |  | | | | | | |  |  | |  |
| 14 |  | |  | | | | | | |  |  | |  |
| 15 |  | |  | | | | | | |  |  | |  |
| 16 |  | |  | | | | | | |  |  | |  |

Booking Information

Driver Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Using own Driver | **Yes/No** | | If yes, please fill out the rest of this section | | | |
| **Note: Driver must be Midas trained to use our vehicles and may need a D1 licence depending on weight of vehicle hired** | | | | | | |
| Own Driver Name |  | | | Driving Licence No. |  | |
| Checked by Group | | **Yes/No** | | MiDAS Trained  Certificate copy attached | | **Yes/No**  **No:** |

**Any Other Requirements**

**Consent under the General Data Protection Regulations (GDPR)**

At C360 we are committed to protecting your personal information and being transparent about how we collect, process, store, share and dispose of it.

C360 complies with its obligations under the Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR) by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. All personal data is kept on central IT systems and is not stored or transported on portable electronic devices.

C360 collects and processes personal information to deliver one or more of our services. Further information can be found on the C360 Privacy Notice which can be found on our website <https://www.community360.org.uk/about/c360-data-privacy-notice/> If you are unable to access our Privacy Notice online and would prefer a paper copy to be sent to you, please let us know.

Do you as Data Processor, give consent for C360 to hold this personal data

and to contact the individuals in relation to their transport?

Do you as Data Processor, give consent for C360 to contact the individuals

as a follow up?

Name Signed Date

|  |  |  |  |
| --- | --- | --- | --- |
| **For Office Use Only** | | | |
| Date Request Received: |  | C360 Staff name: |  |
| Booking Viable: | **Yes/No** | Reason: |  |
| Date FR updated: |  | C360 Staff name: |  |
| Date Lead Contact updated: |  | C360 Staff name: |  |
| Membership paid |  | This trip paid |  |

