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## MSM SUMMARY OF CONDITIONS & DETAILS OF VEHICLE HIRE

### DEPOSIT AND PAYMENT:

To secure and confirm your booking we require a \*standard deposit of £500.00 + 20% VAT to be paid on credit/debit card. You can also pay the deposit via transfer, cheque or cash but card is preferable. The deposit is required as insurance against vehicle damage and is usually refunded to you within 3 working days of the safe return of the vehicle.

Full payment by credit/debit card, bank transfer, cheque or cash must be received in advance or on collection of the vehicle.

### DRIVERS:

Drivers must be 23 or over but under 70 and have held a licence longer than 2 years. Drivers must also have no more than 6 points in the last 5 years or have any convictions for drink driving or driving without insurance. If drivers do not meet these requirements they can be referred to our insurers, time and circumstances permitting. \*Insurers may increase the excess resulting in a larger deposit being required. If a driver wishes to be referred they must complete and sign a separate insurance referral form.

Our insurers accept the following foreign Licences: EU, USA, Canadian, Australian, New Zealand, and South African.

Copies of all drivers licences must be taken before or on collection of vehicle. If you have a UK photo card licence you must also produce your paper counterpart. If possible please scan and email all licences in advance.

### VEHICLE COLLECTION AND RETURN:

We prefer it if you can collect the vehicle from our office on Brewery road. However, we can sometimes arrange for you to collect the vehicle from our West London, Park Royal warehouse. Alternatively, we can deliver and collect it to/from you, approximate cost of delivery/collection within London is £55.00 +VAT.

The vehicle must be returned to Brewery road within office hours unless previously agreed. We do now have an out of hours return facility with a secure key drop and 24 hour CCTV security monitoring. However, we only have limited parking spaces available, please check with the

Transport manager in advance of your return.

### DRIVING IN EUROPE:

Yes you can take the vehicle out of the UK and in to Europe but you must let us know in advance so we can arrange the Green card insurance. Vehicles travelling outside of the UK and in to Europe require an insurance Green Card, admin cost: £30.00 + VAT for every two weeks (minimum £30.00 + VAT per trip) All MSM vehicles are fully covered by RAC breakdown / relay for both the UK and the rest of Europe.

Satellite Navigation systems for both UK and Europe are available to hire at £5.00 + 20% VAT per day subject to availability, please order in advance.

### DAMAGE AND FINES:

It is the hirer's responsibility to pay for vehicle damage including damaged windows, tyres and interior fittings up to a total of £500.00 + 20% VAT

It is the hirer's responsibility to pay for all parking and traffic fines.

For further information please see our hirer's responsibilities document.