

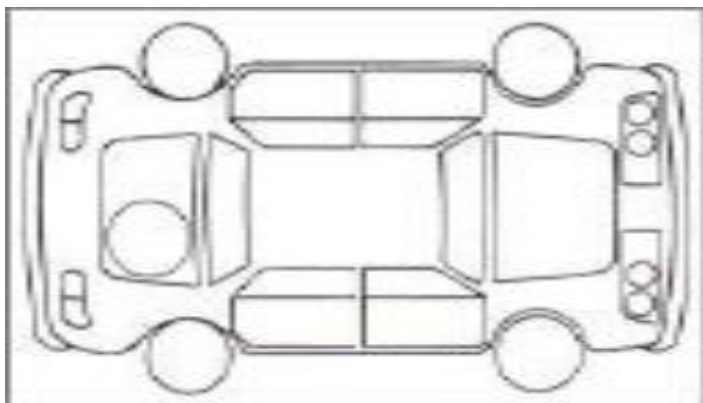
Date: _____

Buggy Handover & Declaration Form

Golf Buggy Name/Number: _____ Accommodation Name: _____

1. I (and named members of my party) confirm I/we have been provided with a copy of the conditions of use for a Golf Buggy and have read and fully understand their contents and the instructions provided by Port Lympe Hotel and Reserve.
 2. I understand Port Lympe Hotel & Reserve Management reserve the right to withdraw access to a Golf Buggy at any time and at its sole discretion.
 3. I confirm that I am the holder of a full Class B or Class B automatic UK Driving Licence or equivalent. In addition to myself, the persons named above in my party intending to drive the Golf Buggy during our stay are also holders of these classes of Driving Licence.
 4. I acknowledge that whilst using the Golf Buggy, should an incident or defect occur, then I am to inform a member of staff immediately.
 5. I understand that Port Lympe Hotel & Reserve Management will accept no responsibility for any loss or damage caused to any property other than that arising from the negligent use of a buggy or vehicle used by their staff.
 6. I confirm that the below summary is an accurate reflection of any pre-existing damage or marks.
 7. I understand I am liable for any further damage or loss caused to the Golf Buggy and or its accessories, as a consequence of the actions of myself or any member of my party.
 8. I understand I am responsible for making good the full cost of any repairs, whether to the bodywork, upholstery or mechanical systems of the buggy, and the cost of administration, which have arisen from either using the Golf Buggy outside of the terms of these conditions or through wilfulness, carelessness, or negligence by me or any member of my party.
- Please highlight any defects to the buggy, prior to driving the vehicle.

Please label the diagram below of any vehicle defects



Guest Name: _____

Signature: _____

Guest Name 2: _____

Signature 2: _____

For completion by Port Lympe Staff Member:

- I confirm the accuracy of the damage report above.
- I confirm I have physically shown the main driver how to use the golf buggy, in terms of forward, backward, parking brake release and how to put the parking brake on sufficiently, as per the list above. (Tick List)

Full staff member Name: _____

Signature: _____

- Physical inspection of the buggy
 - Overall condition
 - Front & rear suspension
 - Tyres condition, tyre pressure and wheel nuts
- Battery & charging
- Switches
 - On/Off
 - Key/Code instructions
 - Gear selection - Forward/Reverse (Tone)
 - Lights
 - Horn (emergencies only)
- Steering & accelerator
- Footbrake/Pedal operation
- Seatbelts
- Park map, location tracking and designated routes
- Steering Controls
- No children on Drivers Lap
- Passenger / Luggage Loading / Stability
- Speed Awareness / Safety