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WBW/170/PRO/trailer/2/03

See Distribution

14th May 2003

SUBJECT: **Booking Wing Recruitment Trailer – Ver 2 Update**

Reference:

- A. The Wing Recruitment Trailer (see embedded photo) is available for Squadron use.



- B. Due to security, parking space and availability the Trailer is kept at 194(BSA) Squadron who Parade on a Thursday and Tuesday evening.
- C. Bookings are done on a first come first served basis and MUST be pre-booked with a 14 day notice period to the Wing CCO via WHQ or direct on e-mail to: wingcco@hotmail.com I will confirm the booking (ideally by email) In the event of a 'no show' the £10 fee will be lost.
- D. The normal 'booking period' will be to collect from 194 Sqn on a Thursday evening and return the Trailer on the following Tuesday evening. Unless there is a valid reason and 194 Sqn staff or Wing CCO is willing to come in earlier then the above period will the standard period.
- E. A £10 rental charge plus a re-fundable £100 deposit cheque (this will be returned to Squadrons provided trailer and its contents are returned undamaged and without loss.) for each 'period' booked. Both cheques need to be payable to Warwick & Birmingham Wing and lodged with WHQ at least 48 hrs prior to collecting the Trailer as 194 staff will not handle any monies. In the event of loss or damage to the Trailer or any of the

signed out equipment, no matter how small in value, the £100 deposit cheque will be retained and cashed by Wing.

- F. You must ensure that your vehicle is insured to tow a trailer and that it meets all legal constraints regarding weight and vehicle engine capacity etc.
- G. A 'Manual of Use' is stored inside the trailer and gives details on how to assemble and operate the trailer & its equipment.
- H. *The trailer comes equipped with a 12 Volt Battery and an inverter for use when mains power is not available. This should give you 6-8 hours worth of TV use and if used, the hiring Squadron must ensure that the battery has been re-charged prior to handing back the Trailer. Mains, if available, can be plugged into the trailer and a 15m extension lead is provided for this*
- I. The rear of the trailer is equipped with two spring-loaded catches for the rear number plate. You must ensure that a legal rear yellow plate is provided by you when you collect the trailer. (Sqn Ldr Ladwa can get these made if you have any problems).
- J. 3rd Party Liability Insurance, whilst the trailer is NOT attached to the towing vehicle comes under the general ATC 3rd party policy. Provided Squadrons have obtained WHQ approval for the public event and submitted the standard forms from Wing then this area of insurance will be covered by the Corps.

K. SUMMARY of actions:

- a. Book in writing at least 14 days in advance*
- b. Make sure you have lodged your £10 fee and your £100 refundable deposit with Wing at least 48 hrs prior to your collection date. (no money no release of trailer).*
- c. Collect trailer on a Thursday evening from 194 Sqn and sign-out the 'take-over' form provided at 194 Sqn. Ensure you agree, as once signed for you will be responsible and your Deposit at risk.*
- d. Ensure your vehicle has towing insurance and you have WHQ approval for your event. It is your driver's responsibility to ensure they are legal to tow the trailer.*
- e. Check all the lights and indicators etc function when hooked up to the trailer.*
- f. Return Trailer on the Tuesday and sign out 'hand-over' form. Retain your copy.*
- g. Wing CCO will return your deposit cheque via WHQ following receipt of a cleared 'handover' form (this may take a couple of weeks to get back to you in the post)'.*

D MARTIN
Flt Lt
Wg CCO
for OC Wg

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