

Inverness Airport

Pick-up and drop-off procedures

During office hours

Arrivals

On arrival at Inverness Airport, proceed to the Arrivals Lounge to collect your baggage. One of our staff members will be waiting for you outside of Arrivals on the main concourse displaying an Arnold Clark Car & Van Rental board. Our shuttle bus will be waiting outside the terminal building ready to transfer you to our Inverness Airport branch where you will collect your rental vehicle.

Please note: our Inverness Airport branch is nine miles from the terminal building, keep this in mind when arriving at the airport.

Departures

During office hours, rental vehicles should be returned to our branch on Harbour Road, Inverness. Upon return to the branch your vehicle will be checked in prior to your transfer to Inverness Airport in our shuttle bus.

Please allow at least 45 minutes for your vehicle check-in and airport transfer.

Remember to bring your driving licence, credit card, passport (if applicable) or proof of address with you when renting a vehicle. All UK drivers must also bring their access code from the DVLA.

Outside of office hours*

Arrivals

With prior notice we can provide an airport out-of-hours vehicle delivery service. Please contact us on **01463 723720** to arrange this.*

Departures

With prior notice we can provide an airport out-of-hours vehicle drop-off service. Please contact us on **01463 723720** to arrange this.*

- Please park your rental vehicle in one of the NCP short stay car parks at Inverness Airport.
- Leave car park ticket issued in vehicle glove compartment or sun visor out of sight.
- Please ensure you have removed all your belongings from the rental vehicle before locking it securely.
- Proceed to the Information Desk inside the terminal building - immediately through the automatic doors by the public phone on the left hand side. Please drop the vehicle keys in the key drop-off box, clearly marked with the location of where the vehicle is parked.

*Please note; this service is chargeable.

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 **Harbour Road**
Inverness IV1 1UF
+44 (0) 1463 723720

 **Opening hours:**

Mon-Fri	08:00 - 19:00
Sat	08:00 - 17:00
Sun	10:00 - 17:00

Opening hours subject to change on bank holidays.