

City of Belmont
COMMUNITY VEHICLE BOOKING FORM AND CONDITIONS OF HIRE
(PLEASE PRINT)

NAME OF ORGANISATION _____

NAME OF CONTACT PERSON _____

ADDRESS _____

TELEPHONE _____

COPY OF INCORPORATION CERTIFICATE ATTACHED YES NO
COPY OF PUBLIC LIABILITY INSURANCE COVER ATTACHED YES NO

NAME OF DRIVER _____

ADDRESS _____

TELEPHONE _____

DRIVER'S LICENCE NUMBER AND CLASS _____

COPY OF LICENCE WITH PHOTO ATTACHED YES NO

PURPOSE OF HIRE (The Community Vehicles can only be used for community activities)

TRAVEL DETAILS

DESTINATION _____

DATES REQUIRED From _____ To _____

PICK UP TIME _____ Drop Off at _____

WILL YOU REQUIRE USE OF THE HOIST? YES

FEES AND CHARGES

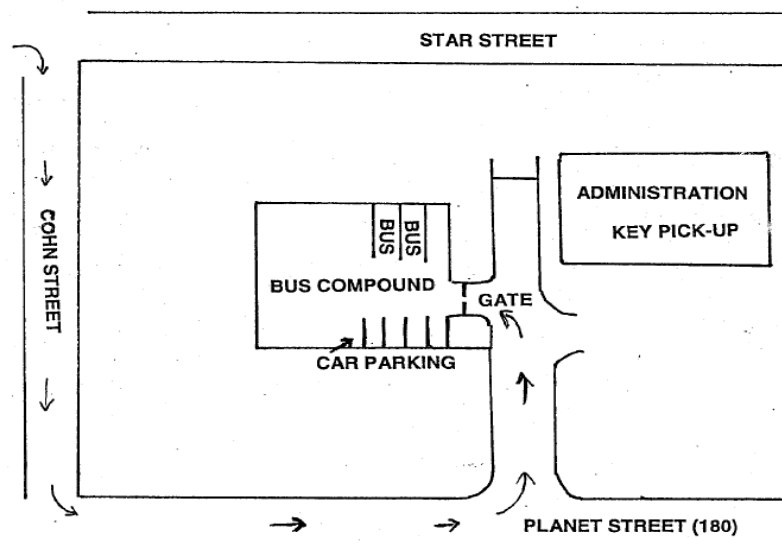
Item	Fee	Description
Daily Hire Fee 1 - 50 kilometres	\$50	The Daily Hire Fee will be invoiced to an Organisation once a booking is confirmed. The invoice needs to be paid in full at the City's Cashier at the Civic Centre prior to collecting a vehicle. Receipt of payment needs to be presented when picking up a vehicle.
Excess Kilometre Fee 51+ kilometres	\$0.70 per km	The Excess Kilometre Fee will be invoiced to organisations which we will charge for each kilometre over the kilometre limit outlined in the Daily Hire Fee.
Fuel Fee *	\$2 per litre	The Fuel Fee will be charged to an organisation at a per litre rate that includes a labour and time cost, if you return the vehicle with less than a full tank.
Cleaning Fee	\$200	The Cleaning Fee will be charged when a professional cleaning of the vehicle is required.

****All City of Belmont Community Vehicles require DIESEL fuel.***



City of Belmont COMMUNITY VEHICLE - CONDITIONS OF HIRE

MAP DEPOT BUS COMPOUND



Please carefully read the following Conditions of Hire and return along with the Community Vehicle Booking Form.

1. Organisation will, on receipt of invoice, pay \$50 Daily Hire Fee to Cashier's Office and retain receipt.
2. Driver has included copy of his/her License with Photo with this form and the organisation included a copy of their Certificate of Incorporation as well as a copy of their Public Liability Insurance Cover.
3. Receipt and current WA driver's license must be shown to Operations Centre staff to pick up a vehicle.
4. Organisation understands the Vehicle **MUST** be refuelled (**DIESEL**) before returning to the Operations Centre. In case where a vehicle is not refueled, additional charges will be invoiced as per the Fees and Charges table of the Booking Form.
5. Organisation understands the Vehicle **MUST** be cleaned inside and outside before returning to the Depot. In case where a vehicle it not cleaned, a Cleaning Fee will be invoiced as per the Fees and Charges table of the Booking Form.
6. Driver understands any Fines or Infringements incurred are the sole responsibility of the driver to pay in full.
7. Organisation understands in the event of any accident or damage any insurance excess associated with the City's insurance policy will be payable to the City of Belmont.
8. Organisation understands they are liable to pay for ANY Internal or External Damage whilst the vehicle is in their care.

- 9. Organisation understands any missing items i.e. first aid kits and/or fire extinguishers will be replaced and the costs associated with this will be charged accordingly to the organization.
- 10. Organisation understands the hoist will NOT be used unless the person using is suitably trained. The organization must inform if they intend to use hoist by ticking an appropriate box on Page 1 of this form.

I _____ confirm my driver's license details as listed above are correct and I acknowledge I have read and fully understand the Conditions of Hire associated with hiring of the City of Belmont's Community Vehicle. I am fully aware I am responsible to pay for any Traffic Infringements or Parking Fines received, or any insurance excess in the event of any accident or damage.

Signature of Driver _____
Signature of Witness _____
Name of Witness (In Full) _____

