

## Community Vehicle Booking Form

**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

Is your organisation a School, Not-For-Profit Group or Church Group? YES  NO

If no, please specify:

\_\_\_\_\_  
\_\_\_\_\_

**NAME OF DRIVER** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DRIVER'S LICENCE NUMBER AND CLASS \_\_\_\_\_

COPY OF LICENCE WITH PHOTO ATTACHED YES  NO

- If more than one driver, please add details of each driver to the form.

**PURPOSE OF HIRE** (Note: Community Vehicles are to be used for community activities only)

\_\_\_\_\_

## TRAVEL DETAILS

DESTINATION \_\_\_\_\_

DATES REQUIRED From \_\_\_\_\_ To \_\_\_\_\_

PICK UP TIME \_\_\_\_\_ Drop Off at \_\_\_\_\_

WILL YOU REQUIRE USE OF THE HOIST? YES  NO

## FEES AND CHARGES

Item	Fee
<b>Daily Hire Fee</b> (refer to Attachment 1 for details of hire)	\$50
<b>Fuel Fee *</b>	\$2.50 per litre (if not returned full)
<b>Cleaning Fee</b>	\$200 (if not returned clean)

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

I \_\_\_\_\_ confirm I have read and fully understand the Conditions of Hire (Attachment 1).

Name of Organisation representative: \_\_\_\_\_

Signature of Organisation representative: \_\_\_\_\_

Date: \_\_\_\_\_