

Booking Details

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:

Driver details

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	Date/time of pickup	Date/time of drop off

Note: Only include trips that you wish to be invoiced at this time. Bookings are considered as tentative until payment is received. If cancelled, a credit will be provided towards future bookings.

Will you require use of the hoist?

Yes

☐

No

☐

Fees and charges

Item	Fee
Daily Hire Fee (refer to Attachment 1 for details of hire)	\$50 per vehicle
Fuel Fee *	\$2.50 per litre (if not returned full)
Cleaning Fee	\$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.

Name of Organisation representative: _____

Signature of Organisation representative: _____

Date: _____