City of Belmont

Community Vehicle Conditions of Hire

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

1. The group must be from an approved organization or community group (i.e., not-for-profit groups, community association, school, sporting club and Church groups)

2. The daily hire fee of $54 will be invoiced to the hirer once a booking is confirmed. The invoice is to be paid in full at the City's Cashier at the Civic Centre (215 Wright Street, Cloverdale) prior to collecting a vehicle.

3. The use of this vehicle is only for within the Perth Metropolitan Region as per map on **Attachment 2** (unless exception is granted by the City in writing). Copy of ALL drivers' licences with photo to be included with booking form.

4. The hirer is to provide a copy of their Certificate of Incorporation as well as a copy of their Public Liability Insurance Cover with their booking form (if applicable).

5. Proof of payment (receipt), booking form and current WA driver's licence must be shown to Operations Centre staff (180 Planet Street, Carlisle) to pick up a vehicle within regular operational hours 6am – 3:30pm (unless otherwise agreed). The keys are to be collected from the depot front reception.

6. The hirer understands the Vehicle MUST be refuelled ***(DIESEL)*** before returning to the Operations Centre. In case where a vehicle is not refuelled, additional charges will be invoiced as per the Fees and Charges table on the Booking Form.

7. The hirer understands the Vehicle MUST be cleaned inside and outside before returning to the Depot. In case where a vehicle is not cleaned, a Cleaning Fee will be invoiced as per the Fees and Charges table on the Booking Form. Please refer to **Point 12** for cleaning instructions.

8. The hirer understands any fines or infringements, parking fines received, or any insurance excess in the event of any accident or damage incurred are the sole responsibility of the driver/organisation to pay in full.

9. The hirer 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 organisation.

10. The hirer/driver will advise the City of any of above incidents Points 10 -13 when returning vehicle.

11. The hirer understands the hoist will NOT be used unless the person using it is suitably trained. The organisation must inform the City if they intend to use the hoist by ticking an appropriate box on Page 1 of the booking form.

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12. Cleaning instructions:

- The City provides a broom in the vehicle, and it is expected that the floor be swept clean, and all rubbish removed.
- All touch services are to be cleaned including door handles, steering wheel, gear change etc. with the cleaning product provided in the vehicle.
- A Cleaning Fee will be charged to the organisation when a professional clean of the vehicle is required as outlined on the booking form.

I confirm I have read and accepted the above terms and conditions:

Name: -

_____

Organisation:

_____

Date:

_____

Your personal information is collected by the City of Belmont for the purpose of responding to your enquiry or completing your request for services. For further information, please search https://www.belmont.wa.gov.au/pris

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