



# Richmond Shire Council

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Office Use Only	
Received by:	
Bond Application:	<input type="checkbox"/>

## Bus Hire

### RICHMOND SHIRE COUNCIL BUS – TERMS AND CONDITIONS

The above mentioned organisation agrees to reimburse the Council at the rate of \$1.02 per km + full tank of fuel. A bond of \$500.00 is required in all instances of hire, buses must be clean and tidy when returned or bond will be forfeited.

All care and consideration will be exercised in the use of the vehicle and the organisation exonerates Richmond Shire Council from any legal responsibility in relation to all aspects pertaining to the use of the bus whilst under our jurisdiction. It is understood that the following conditions apply to cancellations; wet weather or other extenuating circumstances – 100% refund or cancellations which do not apply to the fore mentioned – 50% refund. My organisation makes itself responsible for any damage to seats, upholstery and fixtures within the bus and any damage occasioned by vandalism and is prepared to have such damage reinstated to Council's satisfaction.

#### Further Conditions

- (a) Hire to be at the rate of \$1.02 per kilometre for the large bus, fuel consumed ie. taken from the depot with a full tank and returned to depot with a full tank of fuel.
- (b) Bus is available on weekends and statutory holidays only with the express approval of the Chief Executive Officer.
- (c) Bus may be available for long distance hiring within the time limits framed as above, however, in the event of any accident or breakdown any expenses involved in returning the bus to Richmond Shire Council's Depot shall be borne by the hirer.
- (d) The bus cannot be taken off bitumen in any circumstance
- (e) The bus cannot be taken out of Richmond for more than a day
- (f) The bus is to be refuelled at hirer's expense prior to return to Council. Should Council be required to fill fuel tank at the conclusion of a hire period, fuel price will be determined by the highest local commercial fuel price on that day PLUS a surcharge of \$0.10 per litre. This figure shall be invoiced in accordance with procedures and recovery will be subject to Council's Debtor's Policy.
- (g) Damage to bus will be charged at cost to hirer.
- (h) The Bus may only be hired by Community groups/clubs or the Richmond State School. There will be no hire to private individuals or businesses.

<b>Applicant Details</b>	Full Name(s) of Applicant:					
	Business Name:			Your Ref:		
	Contact Name:		Position Title:			
	Street Address:					
	Postal Address:					
	Phone:		Fax:			
	Mobile Phone:		A/H Phone:			
	ACN or ABN :					
	Registered for GST:		Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>

#### BUS HIRE

PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

	Email Address:		
<b>Hire Period</b> <b>LARGE 21 SEATER BUS</b>	Hire Dates:	Hire Start Date:	Hire End Date:
	Hire Times:	Hire Start Time:	Hire End Time:
	Hire Purpose/Event		
	Travelling to :		
	Drivers Licence	NUMBER:	ISSUE DATE:

<b>Declaration</b>	<p>I apply for an approval to hire the above Council Facility/ies or Equipment and declare as follows :-</p> <ol style="list-style-type: none"> <li>That the information provided above is correct in every detail; and</li> <li>That I have read the Facilities &amp; Equipment Hire Conditions Agreement and accept all of the conditions associated with the hire.</li> </ol> <p>Applicant's Signature: ..... Date: .....</p> <p>I, the applicant have read the Facilities &amp; Equipment Hire Conditions Agreement and accept my responsibility as the hirer. I understand that I must adhere to the Council's requirements in order to receive the full amount of my bond.</p> <p>Applicant's Signature: ..... Date: .....</p>
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<b>Driver Details:</b> <b>(Bus Hire)</b>	<p>Copy of operator's license and driver authority are required with application. A driver authorisation is needed when the driver is providing a public passenger service.</p> <p>Copy Attached <input type="checkbox"/></p>
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<b>Approval</b> <b>(Office Use Only)</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Declined – Please state reason:..... CEO/ Director Signature: ..... Date: .....	
	Book facility/equipment into calendar, attached scanned copy of signed applications.	<input type="checkbox"/>
<b>Office Use Booking Confirmation</b>	Taken by :	Date :
	Method of Payment for Bond:	Cheque <input type="checkbox"/> Card Copy <input type="checkbox"/> Cash <input type="checkbox"/>
	Confirmations to Hirer Sent :	In Person <input type="checkbox"/> Email <input type="checkbox"/>

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