



RICHMOND SHIRE COUNCIL BUS HIRE FORM

APPLICATION DETAILS

Full Name	
Company/ Committee	
Postal Address	
Contact Details	
Email	

DETAILS OF HIRE

BUS	Comments	
\$0.90 per km + full tank	Large – 21 Seats	<input type="checkbox"/>
	Small – 12 Seats	<input type="checkbox"/>
Hire Dates	Hire Start Date:	Hire End Date:
Hire Times	Hire Start Time:	Hire End Time:
Hire Purpose		
Travelling To		
Drivers Licence	Number:	
	Issue Date:	Expiry Date:

DECLARATION

I apply for an approval to hire the above selected Council Bus (pg. 2) and declare as follows : -

1. That the information provided above is correct in every detail; and
2. That I have read the document titled Council Bus – Terms and Conditions of Hire and accept all of the conditions associated with the hire of the facility as noted in this document.

Applicant's Signature: Date:

OFFICE USE ONLY

APPROVAL

<input type="checkbox"/> Hire & Bond Application completed
<input type="checkbox"/> APPROVED
<input type="checkbox"/> DECLINED – Please state reasons
CEO/Manager Signature: Date:

RICHMOND SHIRE COUNCIL BUS – TERMS AND CONDITIONS

The above mentioned organisation agrees to reimburse the Council at the rate of \$0.90 per km + full tank of fuel. A bond of \$260.00 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 \$0.90 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.