



Quambie Park Waroona (Inc) Wheelchair Accessible Vehicle HIRE AGREEMENT

MA28

Hire of Quambie Park's Wheelchair Accessible Vehicle is **ONLY available to registered volunteers** of Quambie Park Waroona (Inc). To apply to be a volunteer, please complete and submit form SM20. This form is to be completed EACH time you wish to hire the vehicle, including the sighting of a valid, current driver's licence.

HIRER / DRIVER CONTACT DETAILS

Name _____

Organisation _____

Email _____ Phone _____

Address _____

_____ Postcode _____

Licence No: _____ Licence Class/es: _____

Bank Account Details (for return of bond): Acc Name: _____

BSB: _____ - _____ A/C No: _____

I am a registered volunteer of Quambie Park Waroona (Inc): Yes No

HIRE DETAILS

Period of Hire _____ AM/PM on ____/____/____ TO _____ AM/PM on ____/____/____

Purpose of Hire _____

Estimated Distance _____ kms No. of passengers (max 5 incl driver) _____

I have a copy and I am aware of the conditions applicable to the hire of the Wheelchair Accessible Vehicle and hereby agree to them forming part of this hire agreement.

I acknowledge the vehicle is to be cleared of any rubbish and returned in a reasonably clean condition. Failure to comply will result in a \$50.00 incl GST cleaning charge being invoiced in addition to normal hire charges.

PLEASE ENSURE THAT THE FUEL TANK IS FULL ON RETURN

Signature of Hirer: _____ Date: _____



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OFFICE USE ONLY

- Invoice Created No: _____
- Signed Agreement Received Copy of Agreement to Hirer
- Copy of Vehicle Condition Report to Hirer
- Photocopy of Driver's Licence
- Booking in Calendar
- Hire fee (on pickup) \$ _____
- Bond received \$ _____ Bond returned \$ _____
- Key Issued: ___/___/___ Key Returned: ___/___/___
- Invoiced for excess KMs, cleaning or repairs (if applicable)

Staff Name _____ Date: ___/___/___

Comments:

Terms and Conditions of Hire

1. A Hire Agreement Form is to be completed prior to the hire of the vehicle.
2. Keys are to be collected from Quambie Park (Inc) Pam Corker House, Eastcott St Waroona, during normal office hours (Mon – Fri 9.00am – 5.00pm).
3. The hirer shall be responsible for costs associated with malicious and wilful damage by passengers during the period of hire.
4. The Hirer shall be responsible for the payment of the excess applicable to any insurance claim arising from the hire of the vehicle.
5. Quambie Park Waroona (Inc) is indemnified from any liability arising from the use or hire of the Quambie Park Waroona (Inc) Wheelchair Accessible Vehicle.
6. The Hirer shall be responsible for all damage/repair costs attributable to the negligence on the part of the hirer.
7. The Hirer shall ensure that the vehicle is returned at, or prior to, the designated time unless prior arrangements are made with the authorised person.
8. The Hirer shall be the driver for the designated hire period and shall not allow any other person to act as driver.
9. The Hirer shall be liable for all repair/replacement costs associated with the vehicle in the event of an insurance claim being rejected due to their actions as the driver or the actions of a passenger.
10. Smoking is strictly NOT permitted in the vehicle.



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11. Maximum seating capacity is five (5) including the driver.
12. In the case of breakdown, the responsibility of Quambie Park is solely for the Wheelchair Accessible Vehicle. The transportation of passengers shall be the responsibility of the Hirer.
13. The Hirer shall be responsible for the following in regard to the vehicle:
 - a. **PRIOR TO USE**
Complete and sign a Vehicle Condition Report, in conjunction with an authorised Quambie Park Waroona (Inc) representative.
 - b. **AFTER USE**
Return the vehicle with a full tank of ULP. Costs apply if tank not full upon return (Refer 12.g. COST)
 - c. **KEYS**
Must be returned to Pam Corker House on the return date of booking unless prior arrangements are made with an authorised person. If outside office hours the keys and completed can be deposited in the Key Return Locked Box located at Reception of Pam Corker House (via the main entrance).
 - d. **CLEANING**
On return, the vehicle must be in a reasonably clean condition. At a minimum the vehicle must be cleared of all rubbish.

If the vehicle is not returned in a reasonably clean condition, charges will apply (*refer 12.g. COST*).
 - e. **FUEL**
The vehicle must be refuelled with ULP before return. If the vehicle is returned without a full tank of fuel, charges will apply to fill the tank (*refer 12.g. COST*).
 - f. **DRIVER**
 - i. The driver (hirer) will hold a current, valid C Class licence.
 - ii. Will not consume alcohol or be under the influence of drugs for the duration of his/her time as driver.
 - iii. The name of the driver to be nominated on the Hire Agreement and a current, valid driver's licence to be sighted at the time of completing the Agreement (a copy to be retained by Quambie Park Waroona (Inc)).
 - g. **COST**
All fees are charged in order to subsidise the cost of maintenance, repairs, registration and licencing the Wheelchair Accessible Vehicle, which is an important asset to the Quambie Park and Waroona communities.

All costs are inclusive of GST and quoted in Australian Dollars.
 - i. Base hire (per day and includes first 10kms): \$25.00
Hire fee payable on pickup.
 - ii. \$1.00 per km in excess of 10 kms



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- iii. Bond: \$200 is payable on pickup.
The bond will be returned in part or in full within 7 days of return of the vehicle, and after inspection by an authorised officer of Quambie Park Waroona (Inc).
- iv. Fuel: \$2.00 per litre to fill tank upon return
- v. Cleaning: a \$50.00 cleaning fee will be charged if the bus is not returned in a reasonable condition (refer 13.d. *CLEANING*)
- vi. Insurance excess: \$1,200 Payable in event of an insurance claim. Refer 4.)
- h. PAYMENT METHODS ACCEPTED
 - i. Cheque
 - ii. Credit Card – Visa or Mastercard
 - iii. Direct Debit: Quambie Park Waroona (Inc) BSB 086-956 A/C 772 051 289
 - iv. We do not accept cash payments