



Quambie Park Waroona (Inc)
Community Bus
HIRE AGREEMENT

MA29

HIRER CONTACT DETAILS

Name _____

Organisation _____

Email _____ Phone _____

Address _____

_____ Postcode _____

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

BSB: _____ - _____ A/C No: _____

Organisation Type

- Not for profit or Community Group (proof of NFP status must be supplied)
- Business or Govt
- Private

HIRE DETAILS

Period of Hire _____AM/PM on ___/___/___ TO _____AM/PM on ___/___/___

Purpose of Hire _____

Estimated Distance _____kms Estimated Passenger No. _____

DRIVER (Minimum Licence requirement is MR with a passenger transport driver (PTD) for fee paying passengers)

Name _____

Email _____ Phone _____

Address _____

_____ Postcode _____

Licence No: _____ Licence Class/es: _____



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Second driver details (if applicable)

Name _____

Email _____ Phone _____

Address _____

_____ Postcode _____

Licence No: _____ Licence Class/es: _____

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

I acknowledge the bus is to be cleared of any rubbish and swept and mopped upon return. Failure to comply will result in a \$75 cleaning charge being invoiced in addition to normal hire charges.

PLEASE ENSURE THAT THE FUEL TANK IS FULL ON RETURN

Signature of Hirer: _____ Date: _____

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 (incl second driver if applicable)

Booking in Calendar

Deposit Paid \$ _____

Balance paid (on pickup) \$ _____

Bond Received \$ _____

Bond returned \$ _____

Key Issued: ____/____/____

Key Returned: ____/____/____

Invoiced for excess KMs, cleaning or repairs (if applicable)

Staff Name _____ Date: ____/____/____



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Terms and Conditions of Hire

1. A Hire Agreement Form is to be completed prior to the hire of the bus.
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) Community Bus.
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 nominate person/persons as the driver of the bus for the designated hire period and shall not allow any other person to act as bus 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 the actions of the bus driver or a member of the hire group.
10. For the general comfort of all passengers, smoking is strictly NOT permitted on the bus.
11. Community Bus maximum seating capacity is twenty (20) including the driver.
12. In the case of breakdown, the responsibility of Quambie Park is solely for the bus. The transportation of passengers shall be the responsibility of the Hirer.
13. The Hirer shall be responsible for the following in regard to the bus:
 - 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 bus with a full tank of DIESEL. 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 bus must be in a reasonably clean condition. At a minimum the bus must be swept, mopped and cleared of all rubbish. Cleaning equipment and products are supplied by Quambie Park for this purpose.



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If the bus is not returned in a reasonably clean condition, charges will apply (*refer 12.g. COST*).

e. FUEL

The bus must be refuelled before return. If the bus is returned without a full tank of fuel, charges will apply to fill the tank with DIESEL (*refer 12.g. COST*).

f. DRIVER

- i. To be supplied by hirer.
- ii. Drivers of the Community Bus will hold a current, valid MR licence with a passenger transport driver (PTD) for fee paying passengers.
- iii. Will not consume alcohol or be under the influence of drugs for the duration of his/her time as driver.
- iv. The name of the driver/drivers 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 prices quoted are inclusive of GST and quoted in Australian dollars.

- i. Base hire (per day and includes first 100kms)
 - Not-for-profit and community groups: \$250.00
 - Private: \$300.00
 - Business or Government: \$350.00
- ii. \$1.00 per km in excess of 100 kms
- iii. Deposit: 50% deposit (of base hire fee) is required upon booking.
- iv. Balance: balance of the base hire fee is payable on pickup.
- v. Bond: \$500.00 is payable on pickup.
The bond will be returned in part or in full within 7 days of return of the bus, and after inspection by an authorised officer of Quambie Park Waroona (Inc).
- vi. Fuel: \$2.00 per litre to fill tank upon return
- vii. Cleaning: a \$75.00 cleaning fee will be charged if the bus is not returned in a reasonable condition (*refer 13.d. CLEANING*)
- viii. 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