



Please read the hire conditions below and sign the declarations at the bottom of the page.

### Conditions of Hire

1. Payment for bus hire, including bond, must be received in full or purchase order provided not less than 3 business days prior to hire. If payment or purchase order is not received 3 business days prior to hire, the booking will be automatically cancelled.
2. The bus must be locked on departure with all doors and windows secure.
3. The bus must be returned with a full tank of fuel, otherwise additional charges are applicable.
4. The bus must be left in a clean and tidy condition. If additional cleaning is required this will be deducted from the hirer's bond.
5. All costs for losses, damage or extra cleaning will be deducted from the bond. If costs exceed the bond then the hirer will be charged the balance.
6. The hirer is responsible for the orderly behaviour of those passengers who use the bus. If there are any incidents of disorderly behaviour the bond may be forfeited.
7. The hirer may be held liable for any damages arising from negligence associated with the event/activity/transport they are conducting and are therefore advised to ensure they have public liability coverage.
8. Smoking is not permitted in the Community Bus.
9. Alcohol is not permitted in the Community Bus.
10. Keys are to be collected and returned to the Shire Office during business hours 9am to 4pm, Monday to Friday.
11. The Shire reserves the right to refuse any application for hire.

#### Office Use Only

Date Application Received	
Payment of Fee Received	<input type="checkbox"/> Yes Receipt Number: <span style="float: right;"><input type="checkbox"/> No</span>
Signature of Authorising Officer	

Checklist			
Before	Initial	Notes	
Tentative booking in diary and calendar			
Hirer provided with forms, terms and conditions explained			
Form signed and returned 3 business days prior			
Copy of Drivers Licence on File		YES / NO	
Purchase order or payment received 3 business days prior		Purchase Order No:	
Booking confirmed, copy supplied to Works Manager			
Record Odometer Reading		Odometer Out:	
Hirer collects keys			
After	Initial	Notes	
Keys returned			
Record Odometer Reading		Odometer In:	
Was the Bus returned with a full tank of fuel		YES / NO	
Venue/bus checked for damage/clean			
Bond released if paid in cash			
Invoice issued Hirer if required (for remainder if purchase order)		Invoice No.	
Payment Received		Receipt No.	
		Date	