Application for Bus Hire

RICHMOND SHIRE COUNCIL BUS – TERMS AND CONDITIONS

The above-mentioned organisation agrees to reimburse the Council at the rate of $1.15 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 $1.15 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 say 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

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.

Full Name		
Business/ Committee Name		
Contact Name		
Position Title		
Street Address		
Postal Address		
Phone Contact Number		
Email Address		
ACN or ABN		
Registered for GST	**YES** ☐	**NO** ☐

Hire Period	
Large 21-Seater Bus	
Hire Start Date	
Hire End Date	
Hire Start Time	
Hire End Time	
Hire Purpose/Event	
Travelling location	
Drivers Licence	
Number	
Issue Date	
Expiry Date	

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.

Declaration	
I/we apply for an approval to hire the above Council Facility/ies or Equipment and declare as follows: - **1.** That the information provided above is correct in every detail; and **2.** That I have read the Facilities & Equipment Hire Conditions Agreement and accept all the conditions associated with the hire.	
Applicant Signature	
Date	
I, the applicant have read the Facilities & 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.	
Applicant Signature	
Date	

Driver Details

Hirers of the bus will have to provide their own driver(s), who will need to hold an appropriate and current drivers licence and drivers authorisation (i.e. class HC, MC, HR, LR or MR) as determined by the Department of Transport and Main Roads. Name/s of nominated drivers is required to be included on the application form as well as a copy of the drivers licence and drivers authorisation card.

Alternatively, drivers may be exempted from holding a drivers authorisation, depending upon the type of activity performed by the Hirer. If it is identified that the Hirer is exempted, Council will require this in writing from the Passenger Transport Department (TransLink Division). This exemption will also need to be accompanied with a photocopy of the driver's appropriate licence for the Bus. As part of this exemption, only the exempted person will be authorised to drive the bus.

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.

When the bus is driven more than 100km from the Crawford Street Depot a copy of the logbook entry must be provided to the office. Failure to do this , will result in the bus not being available for future bookings. Refer to https://www.nhvr.gov.au/ for more information.

Copy Attached ☐

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.

Approval	
Approved	☐
Declined	☐
Please state reason	
CEO/Director Signature	
Date	

Booking Confirmation	
Book bus hire into calendar	
Attach scanned copy of signed applications	
Booked by	
Date	
Method of Payment	Cheque ☐ Card Details ☐ Cash ☐ EFT ☐
Confirmation to applicant sent	In person ☐ Email ☐

OFFICE ONLY	
Received by	
Date received	
Bond Application	

PO BOX 18, Richmond QLD 4822

65 Goldring Street, Richmond QLD 4822

(07) 4719 3377

enquiries@richmond.qld.gov.au

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.