



BIKE TRAILER HIRE FORM

Organisation _____

Postal Address _____

_____ Postcode _____

Contact Person _____

Phone No _____ Fax No _____

Drivers' Licence _____

The bikes are required from: ____/____/____ at: ____am/pm to: ____/____/____ at: am/pm

The trailer will be used at (address): _____

_____ Postcode: _____

I/We have read the Conditions of Hire and agree to accept the full responsibility for the bike trailer and equipment on the terms stipulated.

Signed: _____ Date: ____/____/____

Cost of hiring the Bike trailer and contents:

A security deposit of \$500 is required. (GST Free). The deposit is refunded once the trailer and it's contents are returned undamaged, and accounted for.

Note: The receipt for payment forms a tax invoice.

OFFICE USE

Payment security deposit Amount \$ _____ **INTO ACCOUNT TRUST CATEGORY 5, TRUST ID 74**

Received ____/____/____

Rental Periods:

Daily: 8.30am to 3.00pm **Weekly:** (Mon to Fri) 8.30am to 3.00pm **Weekend:** Fri 3.30pm to Mon 8.30am.

Send this completed form with evidence of public liability insurance and payment of the security deposit to:

Road Safety Officer
Maribyrnong City Council
PO Box 58
FOOTSCRAY VIC 3011
Telephone: 9091 5625

Cheques should be made out to **Maribyrnong City Council**.

The bike trailer is to be collected by: _____ (name)

On ___/___/___ at _____ am/pm, and returned by ___/___/___ at _____ am/pm.

From: Reception
Maribyrnong City Council Depot
95 Sunshine Road (entry from the rear of the depot in Indwe Street)
West Footscray 3012
PH: 9032 4049

Conditions of Hire

1. A tentative booking should be made by phoning the Road Safety Officer on 9091 5625 and the rental will be calculated.
2. It shall be at the discretion of RoadSafe Westgate CRSC or their representative to refuse to hire out the bike trailer.
3. Your receipt is confirmation of hire and must be shown when picking up the trailer of bikes. **Proof of Identity** (a current drivers' licence) must be shown.
4. *Under no circumstances may the hirer sublet any equipment to another party or individual. Any action of this nature will result in the hirer forfeiting the security deposit.*
5. The Hirer is responsible for:
 - **Checking the condition of all items before before using them and after use. See attached Condition Checklist.**
 - Maintenance of the bicycles in good condition
 - Cleaning equipment and reporting any damage
 - Providing evidence of public liability insurance for those using the bicycles
 - The care and safe return of all equipment
6. It is a condition of hire that when not in use,
 - The trailer remains locked at all times
 - The trailer, where possible, must be garaged within the hirer's property
 - Bicycles are not to remain in the trailer overnight but should be placed in an alarmed building.
7. Loss of security deposit will be necessary if the RoadSafe Westgate CRSC considers the bicycles to be damaged in any way. If equipment is deemed OK, a cheque will be sent for the security deposit. Any damage will be deducted from the security deposit. If there are insufficient funds, the hirer must pay the balance within 7 (seven) days of being notified.

8. **The hirer shall be responsible for any accident, loss, damage or injury sustained by any person using any part of the bike trailer, including its contents, as detailed in the attached Road Safety Westgate CRSC Bike Trailer Equipment checklist, during the period of the hiring.**
9. The hiring organisation is reminded that all cyclists are required by law to wear bicycle helmets approved by the Standards Association of Australia whenever the bicycles are in motion. This law applies to all bike paths, public venues and roads.
10. It is strongly recommended that the visibility vests provided are worn by all participants.
N.B.: *School leaders should note that the wearing of a visibility vest is a requirement of the Department of Education and Early Childhood during all cycling activities.*

Bike Trailer Specifications

1. Weight on tow-bar (approximately 90Kg). It is suggested that a 6 cylinder car such as a Falcon or Commodore be used when towing.
2. Override hydraulic brakes.
3. 50mm ball coupling.
4. Safety chains.

Towing: International wiring code 7 pin connector (round) for indicator, brake and licence plate lights. You will need an adapter if your vehicle has a rectangular pin.

NB: When reversing the trailer, the brake mechanism needs to be locked out.

Size: Length 5.50 metres
 Width 2.07 metres
 Height 2.34 metres
Weight: Tare (unloaded weight)

Outgoing Form

I have inspected the bicycle trailer and its contents as shown by the inspection results below

Signature: _____ Date: ____/____/____

THIS FORM MUST BE RETURNED TO THE ROAD SAFETY OFFICER BEFORE THE SECURITY DEPOSIT IS RETURNED. Please allow at least ten working days for deposit to be returned.

Bike Hire Condition Checklist

Inspection Before and After Use

Before taking the trailer please check that each bike and other items are in good working order.

Please use ✓ if OK and use X if NOT OK

BICYCLE	BEFORE use Inspection							AFTER use Inspection						
ID NUMBER	TYRES	SADDLE	HANDLES	CHAIN	BRAKES	FRAME	GEARS	TYRES	SADDLE	HANDLES	CHAIN	BRAKES	FRAME	GEARS
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
ITEM	BEFORE use Inspection							AFTER use Inspection						
Helmets														
Visibility Vests														
Dome Markers														
Pump														
Tool Kit														
Trailer/Locks														

Comments _____
