



Booking Form and Hire Conditions for Hippocampe (Beach/Off-Road Wheelchair)

Hire Fees:

Refundable deposit: \$100.00

Daily Fee: \$25.00 per day
Plus, mandatory \$30.00 cleaning fee (non-refundable)

The above deposit must be returned with this form to confirm booking.
Final payment will be invoiced and is due within 14 days of hire.

Hire conditions:

It is the hirer's duty to ensure that the Hippocampe (Beach/Off-road Wheelchair):

- Is collected and returned at the agreed hire time & date (unless otherwise arranged) from the Australian Camps Association (ACA) office. The ACA office is located within the La Trobe University Melbourne Precinct, at **John Scott Meeting House, La Trobe University, Bundoora, Victoria**.
- Is returned in the same condition as it is hired out:
 - Must be clean of all water, mud, sand, etc. and must be dry. This means that all frames, wheels, etc. must be fully cleaned and dried after use.
 - Must have all parts, bolt, straps, instruction manual etc. returned.
 - Parts must not be broken, damaged or lost
 - If parts are damaged, the hirer is responsible for any cost to fix or replace the part.
 - These costs must be paid within 7 days.
- Is transported in a safe and appropriate manner.
- Is used to transport the person for which the purpose of which was agreed and not be used in an inappropriate manner.
- **Late fee: A daily rate of \$37.50 will be applied per day the hire is returned late.**

Liability:

The Australian Camps Association does not accept liability for loss of property, damage or personal injury arising from the use of the equipment. The hirer is responsible for ensuring that they have appropriate public liability insurance for their group.

Privacy Act:

The Australian Camps Association gives assurance that any personal information will remain confidential and only used for the purpose for which it was collected.

PLEASE RETURN THIS FORM WITH DEPOSIT TO CONFIRM BOOKING:

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Name of hire group: _____

Contact person: _____

Address: _____

Mobile number: _____

Email: _____

Period of hire: From: ____ / ____ / ____ to ____ / ____ / ____

Pick up time: _____

Return time: _____

Age of person using Hippocampe _____

Approx. weight of person using Hippocampe: _____

Acknowledgement of Hire Conditions:

I have read the above Hire Conditions (page 1) and agree to abide by all conditions. I also acknowledge it is my responsibility to inform others using the Hippocampe of these conditions.

Signature of applicant: _____

Date: _____

Position held: _____

DEPOSIT PAYMENT - CREDIT CARD DETAILS:

**for other deposit payment options please contact the Australian Camps Association - People Outdoors on 03 9836 6822.*

Name on card: _____

Phone number: _____

Card number: ____ - ____ - ____ - ____

Expiry date: ____ / ____

Deposit Amount: \$100.00

An invoice for the full hire amount will be emailed once booking form is received.

Office use only:

Application approved: _____ Booking form signed: _____ Deposit received: _____ Invoice date: _____

Notes: