

HOLDSWORTH STREET COMMUNITY CENTRE – COMMUNITY TRANSPORT

BUS HIRING CHARGES FROM JULY 2010



1. Bus Hire - base price

- **HACC funded organisations and Woollahra not-for-profit groups**
\$160 per day for first 200 km, thereafter 90c per km
\$85 for half day (up to 4 hours)
- **Other not-for-profit organisations**
\$185 per day for first 200 km, thereafter \$1 per km
\$90 for half day (up to 4 hours)
- **Commercial organisations & private hire**
\$225 per day for first 200 km, thereafter \$1.50 per km
\$115 for half day (up to 4 hours)

2. Other Charges

- **Driver.** (minimum 3 hours) \$35 per hour (Monday to Friday), \$52.50 (Saturday), \$61.25 (Sunday/public holiday). Each shift starting and finishing at Edgecliff base. NFP organisations may provide own qualified driver, but a \$50 fee will be charged to familiarise external driver with bus.
- **Fuel.** Buses are full of diesel when hired and must be returned with full tank. Any shortfall will be charged at double cost price.
- **Penalties.** A fee of \$50 will be charged to cover inconvenience if bus is left dirty, or not properly locked up etc. A fee of \$80 will be charged for cancellation with less than 24 hours notice.

3. All fees are exclusive of GST

Effective 1 July 2010



BUS HIRE BOOKING FORM

This form is to be filled out by a representative of the Organisation applying to hire the bus.

1. Organisation Details

Name of organisation: _____

Billing Address: _____

Phone: _____

Facsimile: _____

Email: _____

We are a: (Please tick) Not for profit organisation Commercial organisation

Clients/group of organisation (eg Frail aged, people with disability, kids, school children, etc):

Destination (Please give details, clear address)

Date you require the bus _____

Do you require a driver? YES complete the following sections NO If NO please see next page

Pick Up Address _____

Pick up time: _____

Drop Off Address

Pick up time from destination _____

Target return time to starting location _____

If you require the bus for more than one day, then please fill in a form for each day.

Bus required (Please tick):

17 Seater wheelchair access x 2 or alternatively 21 seater (Mitsubishi Rosa Standard)

24 Seater, No Wheelchair Access (Mitsubishi Rosa Deluxe)

20 seater (Toyota Coaster Deluxe)

10 Seater, Wheelchair Access x 1 or alternatively 11 seater (Mercedes Sprinter Automatic)

Name and position of authorised person _____
(Please use block letters)

Date _____

(Signature)



If you wish to provide your own driver please complete the following

Request for permission to drive bus

I request that the following person(s) who have the required licence be given permission to drive the bus on our behalf.

Driver's name: _____ Licence number: _____

Driver's name: _____ Licence number: _____

**(Please attach a photocopy of each person's driver's licence.
Required Licence is NSW LR or above)**

An orientation session is required to satisfy us that your driver is familiar with, and able to drive, our vehicle. This incurs a\$50 fee.

Terms and Agreement

I have read and accept HCCS Community Transport guidelines/conditions and will ensure that our driver returns the vehicle in accordance with these conditions.

I am lodging official booking:

Name of authorised person

(Signature)

Position: _____

Contact Number: _____

Email:

