

## Cycle Trailer Hire Agreement

<b>Contact name:</b>		<b>Date trailer to be picked up:</b>	
<b>Organisation:</b>		<b>Date trailer to be returned:</b>	
<b>Email:</b>		<b>Number of days trailer to be hired:</b>	
<b>Phone:</b>		<b>Number of cycles to be carried:</b>	
<b>Mobile:</b>		<b>Event Name:</b>	
<b>Address for invoice:</b>		<b>Event Location:</b>	
		<b>Amount to be charged:</b>	<b>\$</b>

A day hire will be charged if trailer is collected prior to 3pm  
 A day hire will be charged if trailer is returned after 12 noon

### Hireage Fees:

Schools/Community groups	\$25 per day
Other groups/businesses	\$35 per day
Prices inclusive of GST	

Tick the appropriate box:                      Community group/school   

Other/business                                   

**Full payment must be made to Sport Canterbury when trailer is collected.  
 Please make cheques payable to Sport Canterbury  
 or pay by bank deposit to 12-3191-0034919-00.**



# Hirer's Obligation:

**All hirers must complete a hire agreement form.**

It is the hirer's responsibility to pick up the coupling lock key prior to hire from the Sport Canterbury Office. The trailer is to be returned back to the designated storage area at the Southern Trust Events Centre, Morgans Road, Timaru. If the trailer is returned after Sport Canterbury's normal office hours (Monday-Friday 8.30am-5pm), the coupling lock key can be placed in the cycle trailer with the equipment check list folder.

Please ensure both trailer doors are locked. The hirer must ensure that the trailer is returned clean and that the check list has been completed and placed inside the trailer for inspection.

**Full payment** (hire fee) is required when the key is picked up from the Sport Canterbury Office.

The hirer agrees to use the cycle trailer owned & supplied by Sport Canterbury in a professional manner.

The trailer can only be towed, by a registered and warranted vehicle and this vehicle must be driven by a person with a current full driver's licence.

Any accident involving the trailer must be advised to Sport Canterbury as soon as possible.

Any damage or loss to the trailer must be notified to Sport Canterbury.

Sport Canterbury will advise any hirer of any noted damage that is not identified from the check sheet within 48 hours of the trailer being returned.

Damage costs not covered by insurance will be charged to the hirer.

Any insurance excess (\$500) will be the responsibility of the hirer.

Sport Canterbury is not liable for any injury sustained to any person or persons using the trailer.

A hirer may not "on lend" the trailer to another group.

Cancellation of hire must be notified to Sport Canterbury at least one week prior to use, otherwise a \$20 cancellation fee will be charged.

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I /We have read and agree to the above terms & conditions relating to the hire of the Sport Canterbury Community Cycle Trailer

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please return this form to the person below or make contact if you have any questions.*

Lee-Anne Lang  
Sport Canterbury  
P.O Box 4053  
Timaru 7942

Ph 03 686 0751  
Fax 03 686 1353  
Email [lee-anne@sportcanterbury.org.nz](mailto:lee-anne@sportcanterbury.org.nz)  
[www.sportcanterbury.org.nz](http://www.sportcanterbury.org.nz)

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*Office Use Only*

Form received \_\_\_\_\_

Copy of form returned \_\_\_\_\_

Payment Date \_\_\_\_\_

Receipt Number \_\_\_\_\_

Trailer pre hire check \_\_\_\_\_

Trailer after hire check \_\_\_\_\_