



# Application for Hire

## Cockburn Community Trailer

For bookings contact Friends of the Community Inc.  
Norm Dale: 0428 342 051 or foc@friendsofthecommunity.org

### CONTACT DETAILS

Name	
Organisation	
Are you incorporated	
Phone	
Email	
Date and time required	
Activity and location	

### TRAILER USE ONLY

Driver's Licence	
Expiry Date	
Date of Birth	
Is your vehicle insured	

A fully refundable bond of \$100 is required to be paid into the following bank account three (3) days prior to picking up the Trailer (or provide credit card details - see credit card bond authorisation).

**BSB** 086 426  
**Account** 866 288 340

### BANK DETAILS

Name		
BSB		Account

NB: Deposit will be returned within 14 days.

### DECLARATION

I/We hereby acknowledge having read the Conditions of the Hire agree to ensure compliance with the conditions therein.

Name	
Position	
Signed	
Date	

### TRAILER EQUIPMENT

QTY	ITEM	No. REQUIRED	No. RETURNED
04	60L Rubbish Bins		
02	BBQs (no gas bottle)		
01	Broom		
02	Bunting		
06	Chairs		
01	Fire Extinguisher		
01	Marquee		
03	Marquee Sides		
12	Plastic Bollards		
02	Rakes		
05	Rectangle Tables		
20	Safety Vests		
01	Shovel		
01	Tool Box		
01	Eskey		

NB: Only the above items are available – no gas bottle or cleaning products are provided.

### CREDIT CARD BOND AUTHORISATION

Complete this slip if you would like your bond to be held against your credit card. If you choose to do this your credit card will only be charged if a bond deduction is required.

Cardholders Name			
Card Number			
Expiry	<input type="text"/>	<input type="text"/>	Card Type <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa
Signature	Date		

### OFFICE USE ONLY

Once Only Bond	<input type="checkbox"/>	Cancel Bond	<input type="checkbox"/>	Standing Bond	<input type="checkbox"/>
Deduct from Bond	<input type="text"/>	\$			
Officer				Date	

# Terms and Conditions

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## 1. Applications / Bookings

- 1.1. All applications must be on the official application form.
- 1.2. Applicants must be Cockburn based not-for-profit and incorporated community groups.
- 1.3. Trailer and equipment can only be used for community events or the like.
- 1.4. Friends of the Community Inc. has the right to refuse an application.
- 1.5. Bookings must be made 1 week in advance.
- 1.6. Cancellations must be made within two days of date required.
- 1.7. Friends of the Community Inc. reserves the right to cancel any booking due to unforeseen circumstance.

## 2. Deposit

- 2.1. A \$100 bond for trailer and equipment use will be applicable on all bookings.
- 2.2. The deposit is held against the following:
  - 2.2.1. Damage to the trailer or equipment.
  - 2.2.2. Cleaning costs where the trailer or equipment is returned dirty.
  - 2.2.3. Failure to return the trailer or equipment within the agreed dates.
  - 2.2.4. Breach of the Conditions of Hire.
- 2.3. The hirer will be liable for costs for damage, etc in excess of the bond deposit.
- 2.4. For any breach of the Conditions of Hire there will be a deduction of all or part thereof from the bond paid, at the discretion of Friends of the Community Inc.
- 2.5. Once the trailer and equipment is returned to the satisfaction of Friends of the Community Inc. the bond will be electronically transferred to the nominated bank account within 14 days if applicable.

## 3. Pick up of trailer and equipment

- 3.1. The trailer and equipment is stored at 15 Kent Street, Spearwood.
- 3.2. Access to the trailer and equipment is to be pre-arranged with Friends of the Community Inc.
- 3.3. If the group is unable to return the trailer for any reason there will be a \$50 one way charge.

## 4. Equipment user responsibilities

- 4.1. Equipment users will exercise reasonable care and try to prevent any damage to the equipment.
- 4.2. Equipment users will return all equipment as per the agreed dates required.
- 4.3. Equipment users will return equipment in the condition it was issued, including cleaning of BBQ, Vests, Bins, Tables and Chairs.
- 4.4. Where equipment has been damaged the user must contact Norm Dale, Friends of the Community Inc. President on 0428 342 051 as soon as possible.

## 5. Trailer user responsibilities

- 5.1. Trailer users will exercise reasonable care and try to prevent any damage to the trailer.
- 5.2. In the event of a breakdown or accident the trailer user must immediately contact the City of Cockburn Workshop Coordinator on 0417 172 716.
- 5.3. In the event of an accident involving another vehicle, the trailer user must document:
  - 5.3.1. Vehicle registration number
  - 5.3.2. Driver's details – name, driver's licence, address and phone number
  - 5.3.3. Insurance company details
- 5.4. In the event of an accident involving another vehicle the trailer user must not admit liability under any circumstances.
- 5.5. The Friends of the Community Inc. is not responsible for any damage, theft or loss of property contained within the trailer belonging to, or the responsibility of, the hirer.

## 6. Driver Nomination

- 6.1. A driver must be nominated by the group on the application form.
- 6.2. A nominated driver must:
  - 6.2.1. Hold a valid driver's licence.
  - 6.2.2. Use a suitably sized vehicle i.e. of greater weight than the trailer
  - 6.2.3. Use a registered and insured vehicle

## 7. Disputes

- 7.1. Any disputes concerning bond refunds must be made in writing to [communitydevelopment@cockburn.wa.gov.au](mailto:communitydevelopment@cockburn.wa.gov.au) or posted to:

**Attention: Community Development Coordinator**  
City of Cockburn, PO Box 1215  
BIBRA LAKE DC WA 6965