

Van Rental Request Form

Please note this is a request form only. This form must be submitted at least 24 hours prior to the requested hire date.

Please return this form to the Kelburn Office, Level 2, Student Union Building. If you have any questions please contact us on 463 6716 or email us on kelburn@vuwsa.org.nz.

To apply to the VUWSA Executive for a van Grant please contact kelburn@vuwsa.org.nz for more information.

First Name: _____ Last Name: _____

Student ID Number: _____

Address: _____

Email: _____

Work/Cell: _____

Name of driver (if different from above): _____

Privacy Act

All personal information is collected and used in accordance with the privacy Act 1993. You have the right of access to or correction of any

Kelburn Office

Level 2
Student Union Building
Ph: 463 6716
Fax: 463 6990
Email: Kelburn@vuwsa.org.nz

I acknowledge the driver is over 18 years old and has a full and clean drivers license

Club/Rep Group: _____

Date of pick up: _____

Date of return/time: _____

Total number of days hired: _____

Total cost: _____

Staff hire:

Purpose: _____

Person Responsible: _____

Date of pick up: _____

Date of return/time: _____

Van rental costs \$90 per day.

The Van must be returned with a full tank of petrol.

The Van must be returned by **4:45pm** on the return date.

For all of our terms and conditions please see the other side of this form.

I accept and agree to the terms and conditions of hire as set out overleaf.

Signature: _____

Date: _____

Signed for on behalf of VUWSA:

Signature: _____

Date: _____

Please ensure you have read the terms and conditions on the other side of this form before submitting.

Van Rental Terms and Conditions

Rental Period

Rates are based on a minimum rental period of one working day.

Insurance

Comprehensive Motor Vehicle Insurance including third party and public liability is included in our rates.

Important:

The renter will be fully liable for any damage to the VUWSA vehicle and any third party property, if the terms and conditions or any related policies are breached

Travel Distance Records

All parties must accurately record any/all travel distances for any distances travelled whilst using the VUWSA Van. The renter will receive a travel distance logbook which must be accurately completed prior to the commencement of each journey. At the completion of each journey the renter must complete the travel distance logbook accurately to represent the actual distance travelled during the hire period. The renter must also ensure all columns in the travel distance logbook is fully completed. The travel distance logbook must be submitted to the Office Administrator (at the Kelburn Office) on the return date of the hire period.

Payment

VUWSA welcomes payment in cash or eftpos.

Renters will be required to leave credit card or debit card details as a deposit. Renters with no credit card or debit card will be required to leave a cash or eftpos deposit equivalent to the applicable excess plus a further NZ\$100 fuel bond. Cash or eftpos deposits are refundable when the vehicle is returned undamaged and full of fuel. Refunds may take up to 10 working days to process. Refunds can be issued as a cheque posted to an address provided, or direct credited to a nominated bank account.

Renter Qualification

All intending drivers must be 18 years old or over and be able to present a full and current driving licence. A current International Driving Licence must accompany driving licences issued in a language other than English. There is no extra charge for additional drivers. Minimum rental age and other requirements for additional drivers will be the same as for the renter.

Additional Charges

A minimum valet charge of \$100.00 will be incurred if the vehicle is not returned in a clean and acceptable condition. A minimum charge of \$200.00 will be incurred if the key to the vehicle is not returned with the vehicle.

I have read and understood all the above terms and conditions:

Signature: _____

Date: _____