Cycle Hire Booking Form

*Please complete and return to College Lane Residences Helpdesk*

**Personal Details:**
Name: 
Address: 
Postcode: 
Email: 
Mobile Number: 
Student/Staff ID No: 

**Declaration:**
I have read and agree to accept the terms and conditions as set out in "Cycle Hire Terms and Conditions"
Yes ☐ No ☐ 
Signed: ___________________________ Date: ___________________________

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**Rental Details:**

- **New Hire** ☐ **Extension of Current Hire** ☐ **Existing Contract Number:** __________
- **Date of Hire:** ___________________________
- **Uliving Staff:** ___________________________
- **Cycle Number:** ___________________________
- **Lock & Key Number:** ___________________________

**Hire Period:**
- Daily: ☐ £2.50 per day ☐ £10 deposit ☐ Total Cost: 
- Weekly: ☐ £10 per week ☐ £20 deposit ☐ Total Cost: 
- Monthly: ☐ £30 per month ☐ £70 deposit ☐ Total Cost: 
- Semester: ☐ £60 per semester ☐ £60 deposit ☐ Total Cost: 
- Year: ☐ £100 per year ☐ £20 deposit 

**Optional Extras:**
- Helmet: ☐ 
- Deposit: Specified above 

Deposit Paid: ☐ Deposit Retained from Original Deposit: ☐ Total Paid: 

Date for cycle to be returned: ___________________________

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**Return Details:**
- **Date Returned:** ___________________________
- Overdue Charges: ___________________________ (£10 per week overdue)
- Return checklist complete: 
- Damage Charges: 
- Deposit Returned: 
- Return Completed By: 

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**College Lane Residences Helpdesk**
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