

Cycle Hire Booking Form



**Please complete and return to College Lane Residences Helpdesk*

| | | | |
|----------------------------|------|--------------------------|---------------------------------|
| Personal Details: | | | |
| Name: _____ | | | |
| Address: _____ | | | |
| Postcode: _____ | | | |
| Email: _____ | | | |
| Mobile Number: _____ | Male | <input type="checkbox"/> | Female <input type="checkbox"/> |
| Student/Staff ID No: _____ | | | |
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|--|-----------------------------|
| Declaration: | |
| I have read and agree to accept the terms and conditions as set out in "Cycle Hire Terms and Conditions" | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Signed: _____ | Date: _____ |
| | |

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|--|--|---------------------------------|--------------------------|
| (OFFICE USE ONLY - To be completed at start of hire) | | | |
| Rental Details: | | | |
| New Hire <input type="checkbox"/> | Extension of Current Hire <input type="checkbox"/> | Existing Contract Number: _____ | |
| Date of Hire: _____ | | | |
| Uliving Staff: _____ | | | |
| Cycle Number: _____ | | Lock & Key Number: _____ | |
| Hire Period: | | | |
| Daily: <input type="checkbox"/> | £2.50 per day | £10 deposit | <u>Total Cost:</u> _____ |
| Weekly: <input type="checkbox"/> | £10 per week | £20 deposit | <u>Total Cost:</u> _____ |
| Monthly: <input type="checkbox"/> | £30 per month | £70 deposit | <u>Total Cost:</u> _____ |
| Semester: <input type="checkbox"/> | £60 per semester | £60 deposit | <u>Total Cost:</u> _____ |
| Year: <input type="checkbox"/> | £100 per year | £20 deposit | |
| Optional Extras: | | | |
| Helmet: <input type="checkbox"/> | | | |
| Deposit: | Specified above | | |
| Deposit Paid: <input type="checkbox"/> | Deposit Retained from Original Deposit: <input type="checkbox"/> | <u>Total Paid:</u> _____ | |
| Date for cycle to be returned: _____ | | | |

| | |
|---|------------------------|
| (OFFICE USE ONLY - To be completed at end of hire ONLY) | |
| Return Details: | |
| Date Returned: _____ | |
| Overdue: _____ | |
| Overdue Charges: _____ | (£10 per week overdue) |
| Return checklist complete: _____ | |
| Damage Charges: _____ | |
| Deposit Returned: _____ | |
| Return Completed By: _____ | |
| | |