# Cycle Hire Booking Form

*Please complete and return to College Lane Residences Helpdesk*

## Personal Details:
- **Name:**
- **Address:**
- **Postcode:**
- **Email:**
- **Mobile Number:**
- **Male** ☐  **Female** ☐
- **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:**

## (OFFICE USE ONLY - To be completed at start of hire)

### 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  **Total Cost:**

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

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

**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:**

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**College Lane Residences Helpdesk**
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