

Beach Wheelchair Booking Form

Return Form to Ballina Visitor Information Centre, 6 River Street Ballina
open 7 days Mon-Fri 9am to 5pm, Weekends and public holidays 10am-2pm
e discover@ballina.nsw.gov.au
t 1800 777 666 **w** discoverballina.com.au

Applicant Details

Name

Address

Phone

Email Address

Drivers Licence Number or Government Issued Photo ID

Driver's licence details are collected for the purpose of verifying the identity of the hirer and assisting Council in the management of Council-owned equipment. By signing this form, the hirer acknowledges responsibility for the return of the beach wheelchair in accordance with the booking conditions.

Emergency Contact Name

Emergency Contact Phone

Desired Collection Date

Return Date

Terms and Conditions of Use

- Please look after each chair when in use
- Report any damage to staff at the Ballina Visitor Information Centre
- Maximum use period is one week
- The user must sign and agree to the terms of this form before use
- Any person found to be abusing the use and privileges of the wheelchair will be liable for any damage
- Please clean the chair before returning
- Severe damage or theft of the wheelchair will be reported to the Police

Undertaking by the User

The user agrees to use the beach wheelchair at the risk of the user and hereby releases to the full extent permitted by law the Ballina Shire Council and its agents, servants, contractors and employees from all claims and demands of every kind resulting from any accident, damage, loss or injury occurring to person or property.

The chair will remain clean and undamaged. Any damages incurred will be charged to the hirer and any theft will be reported to the police.

I agree to the terms and conditions of use.

User Signature

Staff Signature

Date

Undertaking by the User (continued)

This completed form contains your personal information we are collecting for the purpose of the Use of Beach Wheelchair application. Provision of the information is voluntary; however, if insufficient information is provided, we will be unable to process your application. The information will be stored in council's business systems. We will not disclose your personal information to anybody else, unless you have given consent, or we are authorised or required to do so by law. Our Privacy Management Plan explains the lawful grounds on which we collect, use, disclose and transfer personal information. It also explains how you can seek access to, or amendment of the personal information we hold about you, and who to contact if you have a privacy enquiry or complaint.

Office Use Only

Dates Approved

☐

Yes

☐

No

In Outlook Calendar

☐

Yes

☐

No

Staff Initials

Drivers Licence/
Photo ID sighted

☐

Yes

☐

No

Added to Spreadsheet
in folder

☐

Yes

☐

No

CM Number