



## State Transit Private Bus Charters Terms & Conditions

### 1 - Operational & Other Limitations

- 1.1 - State Transit does not accept charters over the AM or PM peaks (ie. prior to 9.30 AM or between 2.30PM & 5.30PM). **Note:** Where circumstances allow and by agreement with the supplying Depot, these times may be extended to prior to 9.00am and after 3.00pm). **These are done on the proviso that buses are operated to the Chartered times. Buses not met at Chartered times will be returned to the depot.**
- 1.2 - State Transit (**Sydney Depots**) does not accept hirings beyond the boundaries of the Hawkesbury River Brooklyn and Putty Road Sackville to the North, Bells Line of Road Kurrajong, Great Western Highway Springwood and Warragamba Dam to the West and Camden, Waterfall and Royal National Park to the South. State Transit (**Newcastle**) does not accept hirings beyond the boundaries of Buladelah to the North, Singleton to the West and Gosford to the South.
- 1.3 - Buses are not normally hired out as "Party Buses". If a hiring is accepted for a "Party Bus", the hiring may be subject to **a bond of \$400, payable in advance.**
- 1.4 - All routes are subject to access restrictions relating to RTA guidelines and Local Council requirements.

### 2 - Bookings & Payment

- 2.1 - Charters can only be accepted on an official Booking Request **FORM 071** quoting an ABN number. Failure to quote an **ABN Number** means a GST compliant invoice cannot be issued for GST rebate purposes.
- 2.2 - Fees for charters (non-account customers) must be paid five (5) working days in advance of the charter, by cheque, bank cheque or money order - Cheques shall be made payable to "**State Transit Authority**" and be crossed "**Not Negotiable**". Fees for charters (account customers) shall be invoiced on a weekly basis, for payment within 30 days from the date of invoice.
- 2.3 - If payment is not received by **five working days** in advance of the charter or hiring, the booking may be cancelled without notification.
- 2.4 - The Hirer is responsible for the **cost of repairs** resulting from any damage caused to the bus by any members of the hiring party, during the charter or hiring of the bus.
- 2.5 - If **additional cleaning** is required as a result of the hiring, an **Excess Cleaning Fee of \$100** will apply.

### 3 - Cancellations, Charges and Refunds

- 3.1 - Should the charter service not be utilised after the bus leaves the Depot, for any reason whatsoever, then this shall be classified as a "non-cancelled" service. If the hirer fails to take up the charter at the nominated pick-up location, 10 minutes after the nominated pick-up time, then the charter shall be terminated and shall be classified as a "non-cancelled" service.
- 3.2 - **The following Cancellation Charges apply.**
- "**Non-cancelled**" service - **Full hiring/charter fee applies (no refund)**
  - Cancellations **within 24 hours** - **Charged 50% of hiring fee.**
  - Cancellations made **between 25 to 72 hours of the pick-up time** - **Charged 20% of hiring fee.**
- 3.3 - In some circumstances (e.g. Bus mechanical failure) State Transit may not be able to operate a hiring service, or part thereof. In such situations, State Transit will only be liable to refund to the hirer that portion of the hiring fee that relates to the non-operated part of the hiring service.

### 4 - Behaviour

- 4.1 - Charters shall be terminated as a result of unacceptable behaviour of passengers.
- 4.2 - Smoking, eating or drinking is **NOT permitted** on any of State Transit buses.

### 5 - Lost Property

If any property is left on a bus, the bus depot responsible for operating the charter should be contacted

**Confirmation of a booking is subject to a written acceptance of these conditions:**

I agree with these Terms & Conditions:

Name of authorised person/hirer:		Signature:	
On behalf of (name of organisation):		Postal Address	
		Telephone:	Fax:
ABN:		Date:	