**FREE CAR RENTAL CONTRACT EXAMPLE**

MAIN DRIVER

Surname:                                                          First Name:

Phone:                                                              Where license held:

Driver’s License No.:                                         Exp Date:

Date Vehicle Required:                                      Date Vehicle Return:

ADDITIONAL DRIVER

Surname:                                                          First Name:

Driver’s License No.                                          Exp Date:

1.     Vehicles ‘rental’ charges are based on a day usage where 1 day (8.30 - 5.00) = \_\_\_\_\_\_  plus \_\_\_\_ per Km surcharge.

2.     Where vehicles are required prior to 8.30 on the first day of the booking (i.e. if travel is to occur before 8.30) the vehicle keys may be collected on the preceding work day, however, the vehicle may not be taken until the actual day of the booking.

3.     Where a vehicle is returned late additional charges will apply, depending on total time-frame.

4.     Vehicles may not be returned out of hours.

5.     Vehicles may only be used for \_\_\_\_\_\_\_\_\_\_\_\_ use.

6.     Any defect noted in the vehicle should be reported. A vehicle may not be driven while a defect exists which would render it unsafe for driving.

7.     The “Driver” is responsible for inspecting the vehicle before departure and reporting any damage immediately.

8.     Only the people listed on this completed form as “Driver” and “Additional Driver” may drive the vehicle.

9.     All drivers are responsible for ensuring that the vehicle is maintained appropriately, including tire pressure, oil, radiator and unleaded fuel. Vehicles should be returned with a full tank.

10.  Any insurance excess charge may apply.

11.  Where a vehicle is equipped with a fire extinguisher the driver should acquaint themselves with the instructions for use of the extinguisher in order to be prepared in the event of an emergency.

12.  Drivers are responsible for all traffic and parking fines and Lessor  accepts no responsibility for any infringements received. Any fines received must be paid by the drivers themselves; Lessor will not pay any fines for any reason.

13.  Where the vehicle has been involved in an accident the ‘Driver’ must report the accident to the local Police ASAP. Under no circumstances should liability for the accident be admitted. The name and address of the driver, registration of the vehicle and any other pertinent information should be noted, in writing. Where possible and appropriate the details of any witnesses should also be noted.

I Hereby agree to these terms and conditions and shall adhere to all instructions contained herein:

Signed:                                                                         Date:

Print name: