**Glenfarg Freewheelers**

**EBIKE LOAN RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| Borrower: | | Bike ID: | |
| Proof of address provided: Utility Bill / Council Tax | | | |
| Photo ID provided: Passport / Driving Licence / Young Scot card / Saltire card | | | |
|  | Out | | Return |
| Date of Handover |  | |  |
| Hire Period |  | |  |
| Fee Paid |  | |  |
| Mileage |  | |  |
| Bike Clean |  | |  |
| Bike is in good working order – “M” check complete |  | |  |
| Battery Charged |  | |  |
| Condition Checked with borrower and any defects noted. |  | |  |

**Accessories**

|  |  |  |
| --- | --- | --- |
| Pannier |  |  |
| Drive System Instructions |  |  |
| Battery Key |  |  |
| Charger |  |  |
| Bike Lock and Key |  |  |
| Hi Vis Vest |  |  |
| Helmet |  |  |
| Pump |  |  |
| Inner Tube |  |  |
| Tyre Levers |  |  |
|  |  |  |
| Sign Out/Return | GFW: | GFW: |
| Hirer: | Hirer: |
| Comments/Feedback |  |  |

**Instructions on use**

|  |  |  |  |
| --- | --- | --- | --- |
| Gears |  | Quick Release and Saddle |  |
| Battery Removal and Charging |  | Controller / Computer |  |

**Purpose of use**

Our funding body requires that we collect information about what our bikes are borrowed for. Please indicate: Travel to work / Travel to local shops, health appointments etc /

Accessing local community / Leisure /Other

**Terms and Conditions of Equipment Loan**

1. Applicant must be over 18 years of age and resident or working in the Parish of Glenfarg
2. Proof of address and Photo ID must be provided prior to the loan.
3. Loan periods will be agreed as per application. All bikes and equipment will remain the property of Glenfarg Freewheelers
4. Glenfarg Freewheelers can **not** be held liable for any damage or injury suffered by the borrower or third parties arising from the use of the equipment howsoever caused.
5. Glenfarg Freewheelers strongly recommends that the borrower wears a safety helmet and high vis vest at all times when cycling.
6. The highway code must be followed at all times on public roads, and the Scottish Outdoor Access Code followed for off road cycling. Note: the bikes provided are for general touring and thus not suitable for very rough paths/mountain biking.
7. The borrower is responsible for the safe return of all equipment and is liable for any loss or damage caused during the loan period.
8. The borrower is responsible for returning the bike battery fully charged and will follow the charging instructions provided.
9. The borrower and a representative of Glenfarg Freewheelers will inspect the equipment at the beginning of each loan period and agree it is suitable for purpose and note any minor defects. At the end of the loan period a similar inspection will assess the return condition of the equipment and any chargeable repairs or replacements.
10. The loan of any and all equipment is at the discretion of Glenfarg Freewheelers which reserves the right to refuse loan to any person at any time.

**Declaration**

I have checked the condition of the bike and accessories and have been instructed in their use.

I am able to, and will ensure anyone else using the bike can, ride a bicycle safely.

I am responsible for the security of any Glenfarg Freewheeler e-bike loaned to me. I will ensure the bike is taken care of and locked up whenever it is left unattended, with the lock provided and will be returned fully charged.

If the E-bike is lost or stolen, I will report this to the Police and to Glenfarg Freewheelers as soon as possible. I will take photographs to help provide evidence of forced theft.

I have read, understand and accept the terms of the loan.

Borrower Date

Lender Date