



TANDEM HIRE INSTRUCTIONS

The Tandem is the property of City Synergy, persons hiring should ensure that the following instructions are followed:

- 1) Front riders must be fully sighted and aged 18 or over
- 2) When hiring the bike a hire form must be completed, this should include an expected time of return which will have been agreed with the hire coordinator
- 3) Persons hiring the bike should carry details giving contact names and numbers. It is also recommended that they have a mobile phone with them the number of which should be entered on the form
- 4) The bike must not be left unattended unless securely locked
- 5) If using any equipment or tools the hirer is responsible to ensure they are returned in good condition to the same place. City Synergy may request payment for any items that are lost or damaged
- 6) If a hirer is unable to return the bike within an hour of the estimated return time or wishes to extend the hire they should ensure that this is notified to the bike hire coordinator
- 7) Any damage or other incidents must be reported on return and completed on the hire form
- 8) Any necessary costs incurred will be reimbursed on provision of receipts
- 9) City Synergy reserves the right to refuse hire to individuals. We must ensure the health and safety of members, volunteers and the public, and will act in compliance with the requirements of the law and the policies of the group.