

# **TOYOTA LANDCRUISER CLUB OF AUSTRALIA (Vic) Inc**

## **SATELLITE PHONE PROCEDURES**

- THE PHONE CAN ONLY BE HIRED FOR A CLUB TRIP
- THE PHONE CAN ONLY BE BOOKED AT THE TIME OF SUBMITTING THE CLUB TRIP FOR INCLUSION IN THE CLUB MAGAZINE AND THE TRIP CONVENOR
- A HIRE FORM IS TO BE COMPLETED AND LODGED WITH THE TRIP CONVENOR WHEN BOOKING THE PHONE
- THE TRIP CONVENOR WILL ARRANGE FOR THE HIRE DATES TO BE PUBLISHED IN THE CLUB MAGAZINE
- A MAXIMUM HIRE LIMIT OF TWO MONTHS CONTINUOUS HIRE WILL APPLY PER TRIP
- A HIRE COST OF \$10.00 PER WEEK OR PART THEREOF WILL BE LEVIED ON THE TRIP LEADER
- AN OPEN CREDIT CARD VOUCHER WILL BE HELD BY THE CLUB TREASURER UNTIL THE PHONE IS RETURNED AND THE TELEPHONE ACCOUNT, HIRE CHARGE AND ANY OTHER ASSOCIATED COSTS HAVE BEEN RECEIVED AND FULLY REIMBURSED TO THE CLUB BY THE HIRER. ONCE ALL EXPENSES/CHARGES HAVE BEEN REIMBURSED, THE CREDIT CARD VOUCHER WILL BE RETURNED TO THE HIRER.
- IF THE HIRER DOES NOT HAVE CREDIT CARD FACILITIES, A CASH DEPOSIT OF \$200.00 IS TO BE HELD BY THE TREASURER IN LIEU OF THE CREDIT CARD VOUCHER
- IT IS THE HIRERS RESPONSIBILITY TO VERIFY THE PHONE IS IN WORKING ORDER PRIOR TO HIRE
- IF DAMAGED, THE PHONE IS TO BE RETURNED IN A DAMAGED STATE TO THE TRIP CONVENOR TO ENABLE THE CLUB TO ARRANGE THE REPAIR. THE HIRER HAS THE RIGHT TO OBTAIN A QUOTE FOR REPAIR FROM A REPUTABLE REPAIRER AND SUBMIT THIS AT THE TIME OF RETURNING THE PHONE. THE CLUB RESERVES THE RIGHT TO HAVE THE FINAL DECISION AS TO WHERE THE PHONE WILL BE REPAIRED. THE HIRER WILL BE RESPONSIBLE FOR ALL COSTS OF REPAIR
- IF LOST, THE COST OF THE INSURANCE EXCESS OF THE CLUB'S POLICY WILL BE BORNE BY THE HIRER