

## RYSS BUS Reservations - EXPRESSION OF INTEREST

1.

Company:

Date:

Contact Name:

Position:

Email:

Phone:

Mobile:

Fax:

2. Are you seeking to work in collaboration with another service for this event?

If YES, please add detail:

3. **Requested Date:**

**If the reservation is for a Program/Workshop series, please detail session dates:**

From \_\_\_\_\_ to \_\_\_\_\_ Every \_\_\_\_\_ (please select)

4. **Requested Time/s:** \_\_\_\_ - \_\_\_\_

5. **Destination of Event:**

6. **Event/Purpose of BUS Reservation:**

**Details:**

7. **Will you require a Driver for the day?**

(All nominated Drivers must hold a Medium or Heavy Rigid Licence and Current NSW Working with Children's Check)

**Print Name:**

**Signature:**

**Date:**

Please include a copy of your **Public Liability** with this application

When completed, please email to [administration@ryss.com.au](mailto:administration@ryss.com.au)

Regional Youth Support Services Inc reserve the right to refuse or decline any request for booking.

This Expression of Interest (EOI) does not constitute a booking. It is a reservation enquiry.

RYSS USE ONLY: REF # \_\_\_\_\_

Booking Form sent \_\_\_\_/\_\_\_\_/\_\_\_\_ Booking Form received \_\_\_\_/\_\_\_\_/\_\_\_\_ Booking confirmed/rejected \_\_\_\_/\_\_\_\_/\_\_\_\_

#### BOOKING PROCEDURE:

- Once the Enquirer has checked on the website calendar - <http://www.ryssbus.com.au/calendar> - for BUS availability and completed the EOI, email it to [administration@ryss.com.au](mailto:administration@ryss.com.au)
- RYSS will then confirm availability. If the BUS is not available that date, alternative dates will be offered.
- If the application is successful, a Booking Form will be emailed to the Enquirer – details regarding the Driver, Public Liability and requested resources will be required at this point
- The enquiry will be pending until the return and processing of the Booking Form – without the completed form, the calendar date will remain available to others
- Confirmation will be emailed to the Enquirer, including requisite OH&S/WHS policy, Driver induction/procedure and resource information, as necessary

#### QUALIFICATION:

2 Should you wish to involve RYSS in the activity, please contact [thebusproject@ryss.com.au](mailto:thebusproject@ryss.com.au)

3 Should you require multiple dates for different events, please complete an EOI for each date requested.

4 Session times available from 8am – 8pm unless negotiated in advance with RYSS. No overnight reservations unless negotiated in advance with RYSS.

5 Central Coast region only unless negotiated in advance with RYSS.

6 Children, Young People and Family events/activities only unless negotiated in advance with RYSS. The BUS has been developed as a youth venue, designed to arrive & engage young people in their local area. Though capable of seating 16 people, it is not a transportation service.

7 Should the Enquirer require a RYSS driver, RYSS will do all in its power to oblige but cannot guarantee driver availability for all requested dates.

Should the Hirer supply their own driver, the driver must undergo a full BUS Operations Induction and BUS Resources Induction - including wheelchair procedure, tailgate operation, electrical/invertor/battery system, TV unit, BBQ, generator, awning, sink/water disposal and rear access procedure – *prior* to the hiring date.

Should the Hirer supply their own driver, the driver must hold a current Medium Rigid (or Heavy Rigid) Licence and NSW Working with Children Check. Hard copies must be supplied at the time of booking.

Regional Youth Support Services Inc will not be held liable for any damage, breakage, fine or toll incurred whilst the BUS is allocated to the Enquirer. This includes;

- BUS interior (electrical, seats, cabinets, carpeting, sink, benchtops, paintwork etc.)
- BUS exterior (wrap, TV unit hinged door, mirrors, paintwork etc.)
- BUS resources (televisions, BBQ, gaming consoles, tablets etc.)
- BUS mechanical issues (engine, tyres, batteries, generator etc.) if the driver is found to be at fault.

The Enquirer will agree to cover all costs incurred for any damage, breakage, fine or toll.

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Booking Form sent   /  /   Booking Form received   /  /   Booking confirmed/rejected   /  /