

eCargo Bike loan Agreement Form



Woodlands Community

www.woodlandscommunity.org.uk

Contact details:

Complete for individual loan only:

Title: Full name:

Full Address and postcode:

Email address

Complete for organisation loan only:

Lead Contact:

Organisation:

Organisation's full Address and postcode:

Contact Email address

Loan eCargo bike details:

Make/ model/ serial number circle as appropriate:

Dates of loan:

Equipment list, to be completed* for handovers:

Item	Signed/ dated by wcdt staff	Signed/ dated by trial recipient	
Keys			
Battery			
“Gold” insurance yellow bike lock			
Pannier rack			
High vis vest			
Helmet			
Other:.....			
Other:.....			
Other:.....			
Other:.....			

*If an item was not included please note “N/A”

Woodlands eCargo Bike loan terms and conditions:

Woodlands Community Development Trust (WDCT) is pleased to offer an ebike loan for your use.

Ideally our two tern ebikes would be stored at WCDT overnight.

However you are able to store the loaned bike **inside** your locked property. However **NOT** in shared closes or stairwells or outside.

Leaving bikes in cars/vans - This is treated as a private storage location, so the bikes can be left inside the locked car/van.

WDCT reserve the right to recall a loaned bicycle at any time if we feel that someone else could be making better use of it.

I understand and agree to the following terms and conditions of the loan from WCDT:

1. I am responsible for the security of any WCDT bicycle loaned to me/ the organisation. I will ensure the bicycle is taken care of and locked up to an immovable object whenever it is left unattended with the lock provided. For no longer than 24hr.
2. I will ensure that the bicycle is securely kept in the bike hanger at WCDT or kept locked inside my flat/house/residence overnight and under no circumstances kept in a shared close overnight.

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3. I will ensure the WCDT bicycle loaned to me/ the organisation is not abused; in particular, I will ensure the WCDT bicycle is not used for racing, mountain bike riding, stunt or trick riding or for any purpose other than cycling to and from a destination.
4. I am responsible for monitoring the maintenance of any WCDT bicycle loaned to me/ the organisation. I will ensure the bicycle that I am/ the organisation is provided with is in a safe and roadworthy condition, kept clean, and tyres inflated for the period of the loan. If a fault develops and I am unable to ensure the bike is kept in a safe and roadworthy condition, I will return the bicycle to WCDT within the agreed term of loan stated above. If the bike gets a puncture please contact WCDT who will advise e.g. take to nearest bike shop and **keep receipts**.
5. I will let WCDT know if for any reason the bicycle is not being used. If the bicycle is lost or stolen, I will report this to the police and to WCDT as soon as possible. I will take photographs to help WCDT provide evidence of forced theft.
6. WCDT does not insure the user of any loan bicycle provided. WCDT is not responsible for any injury or any loss or damage to any property or to any person resulting from my/ my organisation's use of an WCDT loan bicycle. I/ my organisation takes full responsibility for any such injury, loss or damage to any property or to any person which occurs.
7. I will return the loaned bicycle in good condition along with all bike accessories equipped, including "Gold" insurance bike lock, pannier rack, LED lights (front and back), reflective tyre rims, original tyres, front and rear reflectors; and SKS mudguards.
8. I agree to **not allow** any persons under the age of 18 years old to ride the loaned bicycle. The maximum weight of the bike is 100 kilograms on the Tern GSD. Please only children over the age of 7 years old wearing a helmet. They are the loanees responsibility.
9. I understand and agree that prior to the bicycle loan, the bike was in full working order and has had all maintenance checks required. I will stop riding the bike if there is any mechanical faults on it immediately.
10. I will **not use** the bike for a corporate delivery service like Deliveroo, Just Eat, Uber Eats etc...

For individuals:

11. I will adhere to the highway code and cycle responsibly.
12. I agree to complete a post-trial survey.

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Please tick as appropriate:

I have joined the Friends of Woodlands scheme.

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

I am, and will ensure anyone else riding the bike is, aged 18 or over

I feel confident to ride WCDT's eCargo bike(s) and will consider the information about cycle training and safety therein

I have had [the 'm' check](#) explained to me

I have access to a bike tyre pump

I will ensure the bike is secured with the yellow "Gold" insurance bike lock provided by Woodlands Community when left unattended. For the Tern GSD [blue bike] I will make sure the additional in-built locking system is in place

I can confirm that Woodlands Community offered to loan a cycle helmet and high visibility vest for the duration of this loan

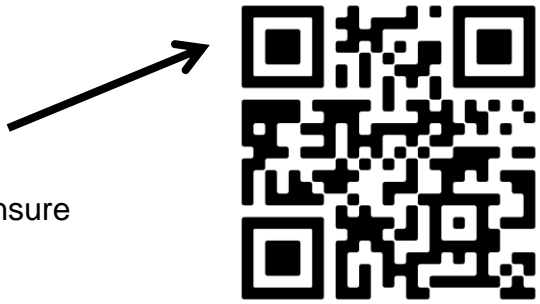
I will inform staff member Eothen from Woodlands if I am unable to return the bike at the agreed time

I will charge the batteries up after my trial for the next loan. I will leave the charger in the storage unit

I accept the terms and conditions of wcdt's eCargo bike loan agreement

Signed:

Date:



How we use your information:

Woodlands Community Development Trust is collecting your information so that we can monitor the eCargo bike project and contact you to gather feedback on your experience. We will email you to ask for your feedback via survey on your experience of this service to help us improve it.

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