



CircleNZ  
515 Dromore Methven Road, RD2  
Ashburton, 7722

**TAX INVOICE**

G.S.T No. 119-990-785  
Operator's Transport Service Licence No.  
0257153

**AGREEMENT TO HIRE RENTAL VEHICLE**

Date: ..... Client No: .....

MAKE/MODEL:

REG No:

COLOUR:

Booking Ref No:

HIRER'S FULL NAME & PERMANENT ADDRESS & PHONE No.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
TEMPORARY ADDRESS: \_\_\_\_\_  
WORK ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DATE OF HIRE ..... TIME ..... AM/PM  
DATE TO BE RETURNED ..... TIME ..... AM/PM

NAMES AND ADDRESSES OF ADDITIONAL DRIVERS  
1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

Empty box for notes or additional information.

LICENCE DETAILS	HIRER	ADDITIONAL DRIVER
LICENCE No		
ISSUED BY		
EXPIRY DATE		
BIRTH DATE		
CLASS		
RESTRICTION		
SIGNATURE		

PER KM CHARGE / UNLIMITED KM OPTION (Circle One)  
Hire Charges are Daily / Weekly / Monthly (Circle One)

_____ km@.....		
..... Days @ .....		
INSURANCE ..... DAYS @.....		
TOTAL HIRE		
DELIVERY FEE		
PROTECTIVE CLOTHING		
OTHER		
TOTAL CHARGE INCL GST		
Increase to 400km -..... days @ \$20 Day		
EXTRAS TOTAL INCL GST		
TOTAL CHARGES INCL GST		
DEPOSITS		
BALANCE OWING/REFUND		

**HIRER'S LIABILITY - See clause 12**  
The hirer acknowledges that if he/she elects to be covered under operator's insurance policy, he/ she is liable to pay the excess amounts referred to in clause 16 in respect of the damage, loss or costs referred to in clause 12.

\_\_\_\_\_ Signature of Hirer  
The hirer should not sign this unless he/she understands the effect of signing this clause.

**INSURANCE EXCLUSIONS - See clause 18**  
The hirer acknowledges that he/she is aware of the exclusions set out in clause 18.

\_\_\_\_\_ Signature of Hirer  
The hirer should not sign this unless he/she understands the effect of signing this clause.

**REJECTION OF INSURANCE - See clause 15**  
(Only complete this section if the hirer is arranging his/her own insurance).  
If the hirer rejects the insurance cover offered under the operator's policy, the hirer must provide alternative vehicle insurance cover that is comparable to the covered offered under the Policy of the operator.

\_\_\_\_\_ Signature of Hirer  
The hirer should not sign this unless he/she understands the effect of signing this clause.

**LIABILITY FOR INFRINGEMENT FEES - See clauses 21**  
The hirer acknowledges his/her liability for the offences described under clause 21 and rights under clause 24. The hirer authorises the operator to debit the infringement fees described in clause 20 from his/her credit card.

\_\_\_\_\_ Signature of Hirer  
The hirer should not sign this unless he/she understands the effect of signing this clause.

Address the vehicle is to be returned to if other than Pickup Address  
Charges/adjustments for late/early return – See Terms & Conditions. Note 300km/day included in hire charge, additional km charged at 30c/km unless 'Increase to 400km' option is taken

**HIRE PAYMENT**

CASH	Transfer	Visa	M/CARD	Paypal	OTHER
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**A Copy of This Agreement Must Be Kept With The Vehicle at All Times.**

# Rental Agreement Terms and Conditions

Note that the following Agreement has been produced by the Rental Vehicle Association New Zealand Inc. and is intended to reflect the intention of the Operator Licensing Rule 2007

This rental vehicle agreement ("Agreement") is made between the rental service operator ("Operator") and the hirer whose particulars are recorded in this agreement ("Hirer").

The following is agreed:

## Vehicle description and term of hire

1. The Operator will let, and the Hirer will take, the motor vehicle, details of which are set out on page 1 of this agreement ("Vehicle"), for the term of hire as described in this agreement.

## Persons who may drive the Vehicle

2. The Vehicle must only be driven -
  - a) by persons named or described in page 1 of this Agreement; and
  - b) by persons who hold a valid and current overseas or NZ full driver licence (with English translation if required) that is appropriate for the class of Vehicle; and
  - c) within the conditions of the Hirer's licence.

The licence details are recorded in the agreement alongside each person's name and address.

## Payments by Hirer

3. The Hirer must pay the Operator for the hire of the Vehicle the sum or sums specified in page 1 of this Agreement.
4. In addition to the payment specified in clause 3 above, the Hirer acknowledges that s/he will be liable at the end of the hire period to pay the Operator any applicable additional charges. These may include charges for additional distance driven, fuel, RUC, late return, damage to or repair of the Vehicle (subject to the other terms of this Agreement), any enforcement charges relating to such damage or repairs (including legal costs), traffic fines or infringement fees (see clauses 21 to 24) and the administration costs relating to these fines and fees, and toll charges. **The Operator is entitled to deduct any such charges from the Hirer's credit card during or after the term of hire is completed, or the Hirer may pay such charges as agreed with the Operator, such choice is at the Operator's discretion.**

## Use of the Vehicle

5. The Hirer must not:
  - a) use or allow the Vehicle to be used for the transport of passengers for hire or reward unless the Vehicle is hired with the Operator's knowledge for use in a passenger service licensed under Part 4A of the Land Transport Act 1998 ("Act");
  - b) sublet or hire the Vehicle to any other person;
  - c) allow the Vehicle to be used outside his/her authority;
  - d) operate the Vehicle or allow it to be operated in circumstances that constitute an offence against any of Sections 56, 57 and 58 of the Act;
  - e) operate the Vehicle or allow it to be operated in any race, speed test, rally or contest;
  - f) operate the Vehicle or allow it to be operated in breach of the Act, the Transport Act 1962, the Land Transport (Road User) Rule 2004, any other Act, regulation, rule or bylaw relating to road traffic, or the Freedom Camping Act 2011;
  - g) operate the Vehicle or allow it to be operated for the transport of more passengers or goods than the maximum specified in the certificate of loading and/or RUC certificate, whichever is the lesser for the Vehicle; or
  - h) drive or allow the Vehicle to be driven on any roads excluded in clause 19(c) of this agreement, or on any beach, driveway, or surface likely damage the Vehicle.
  - i) Use the vehicle on an unsealed road unless there is no other alternative route.

## Hirer's obligations

6. The Hirer must ensure that:
  - a) all reasonable care is taken when driving and parking the Vehicle;
  - b) the water in the Vehicle's radiator and battery are maintained at the proper level;
  - c) the oil in the Vehicle is maintained at the proper level;
  - d) the tyres are maintained at their proper pressure;
  - e) the Vehicle is locked and secure at all times when it is not in use;
  - f) the distance recorder or speedometer are not interfered with;
  - g) no part of the engine, transmission, braking or suspension systems are interfered with; and
  - h) should a warning light be illuminated or the Hirer believe the Vehicle requires mechanical attention, they stop driving and advise the Operator immediately.

## Operator's obligations

7. The Operator will supply the Vehicle in a safe and road worthy condition, displaying a valid and current Certificate of Fitness.

## Mechanical repairs and accidents

8. If the Vehicle is involved in an accident, is damaged, breaks down or requires repair or salvage, regardless of cause, the Hirer must notify the Operator of the full circumstances immediately.
9. The Hirer is authorized to spend \$80 on repairs for mechanical failures such as broken cables, blown bulbs etc. This will be reimbursed at the end of the hire providing a receipt is obtained. Authorisation for repairs in excess of this amount must be approved by CircleNZ before being carried out. If the vehicle cannot be fixed then a replacement will be provided if available, if no suitable vehicle is available then a full refund for the remaining period of hire will be given. All vehicles are covered by AA Roadside Assistance service.
10. If the Vehicle requires repair or replacement the Operator must refer to the insurance arrangements contained in this agreement.

## Return of Vehicle

11. The Hirer must, at or before the expiry of the term of hire, deliver the Vehicle to the place of business of the Operator or Operator's agent as shown on page 1 of this Agreement, or obtain the Operator's consent to the continuation of the hire (in which case the Hirer must pay additional hire charges for the extended term of hire). If the Hirer does not comply with this clause 11, the Hirer will be liable for \$250 per day for the late return of the Vehicle, plus the daily hire cost.

## Liability

12. Subject to clauses 13, the Hirer is liable for:
  - a) any loss of, or damage to, the Vehicle and its accessories (excluding fair wear and tear) and any consequential damage, loss or costs incurred by the Operator, including salvage costs;
  - b) any loss of, or damage to, vehicles and property of third parties, arising during the term of hire.

## Insurance

13. The Operator's rental fleet is insured under a policy of motor vehicle insurance ("Policy") from a person or company licensed to carry on insurance business in New Zealand under the Insurance (Prudential Supervision) Act 2010. Under the Policy, every person named in this Agreement as a person permitted to drive the Vehicle, subject to clauses 15 and 18, are covered against the losses set out in clause 12.

**IMPORTANT:** The Operator is not providing insurance services to the Hirer. The Operator manages the insurance provided under the Policy. The Operator reserves the right to determine whether or not to claim under the Policy. In the event of damage to the Vehicle, the Hirer agrees to immediately contact, and solely deal with, the Operator.

14. The cover provided under the Policy is limited up to the value of \$12,500 in respect of clauses 12 (a) and \$20,000,000 in respect of clause 12 (b).

15. The Hirer can make his/her own insurance arrangements, provided that the Operator is satisfied that the Hirer's insurance is comparable to the cover under the Policy.
16. If the Hirer elects to **not** make his/her own insurance arrangements in accordance with clause 15, **the Hirer must pay a contribution to the Operator's Total Excess under the Policy in the amount of \$2,500 for single vehicle damage/loss or \$5,000 for multiple vehicle damage/loss ("Excess Contribution").**
17. If the Hirer elects to pay an excess waiver fee of \$50 per day (which applies only to damage/loss for a single vehicle), for hirers over 5 days.
18. The Hirer will **not be covered** under the Policy (and therefore is personally liable for all damage/loss under clause 12) if –
  - a) the driver of the Vehicle is under the influence of any intoxicating substance, drug or alcohol;
  - b) the Vehicle is in an unsafe or unroadworthy condition, such condition arising during the course of the Vehicle is in an unsafe hire, that caused or contributed to the damage or loss, and the Hirer or driver was aware or should have been aware of the unsafe or unroadworthy condition of the Vehicle;
  - c) the Vehicle is driven in any race, speed test, rally, hill climbing, or contest;
  - d) the Vehicle is driven in breach of clause 2;
  - e) the Vehicle is being driven outside the Policy's description of use; or
  - f) the Hirer has elected to use their own insurance in accordance with clause 15;
  - g) the Hirer has driven the vehicle on an unsealed surface when an alternative sealed surface was available.
19. Despite anything else contained in these terms and conditions, and regardless of whether the Hirer has paid the Excess Waiver Fee, **the Hirer will be liable for all damage, loss and costs referred to in clause 12 up to the amount of the Operator's Total Excess under its Policy** (including reasonable indirect costs associated with claiming) **where –**
  - a) the driver commits any offence under any traffic regulation or statute that, in the reasonable opinion of the Operator, contributed to the accident or loss;
  - b) in the reasonable opinion of the Operator, the vehicle was driven in a manner that posed real danger to the lives and/or property of any other person, and this contributed to the accident or loss;
  - c) the Vehicle was driven on an unsealed surface (unless no other route was available) or on any of the roads expressly excluded in the General Terms and Conditions of Hire;
  - d) the Vehicle was operated beyond the term of this Agreement or any agreed extension of the term, and, in the reasonable opinion of the Operator, this contributed to the accident or loss.

## Bond

20. The Operator may require the Hirer to pay a bond of \$2,500 at the start of the hire. If loss occurs under clause 12, it may be deducted to the value of the loss or be used to contribute to the Excess Contribution or Total Excess (whichever applies).

## Infringement offences

21. The Hirer is liable for an offence committed during the period of hire where the offence -
  - a) is a speeding offence, toll offence or offence in respect of failure to comply with the directions given by a traffic signal where that offence was detected by approved vehicle surveillance equipment; or
  - b) an offence for parking in any portion of a road in breach of any bylaw or a road controlling authority or an offence against Part 6 of the Land Transport (Road User) Rule 2004; or
  - c) was an offence under section 20(1) of the Freedom Camping Act 2011 involving the use of the Vehicle.
22. The Hirer must pay any infringement fee and costs that may become payable because of an infringement notice served on the Operator for any of the offences set out in clause 21(a) to (c), and the **Hirer authorises the Operator to debit their credit card with such infringement fee and costs, including an administration cost of \$50 per infringement notice received.**
23. If the Operator receives an infringement notice or a reminder notice for an offence under clause 21, the Operator will send the Hirer a copy of the notice and the rental service agreement within 5 working days, and -
  - a) In the case of the Operator receiving an infringement notice, notify the Hirer that the Operator will debit the Hirer's credit card for the amount specified on the notice and any fees or costs payable under this agreement upon receipt of a reminder notice; or
  - b) In the case of the Operator receiving a reminder notice only, notify the Hirer that the Operator will debit the Hirer's credit card for the amount specified on the notice and any fees or costs payable under this agreement.
24. The Hirer has the right to challenge, complain about, query or object to the alleged offence to the issuing enforcement authority, and the right to seek a court hearing (within 56 days from the date of issue of the infringement notice or 28 days from the date of issue of the reminder notice).

## Cancellation of Hire Agreement

25. The Operator or the Hirer may cancel the hire agreement if the Hirer is in breach of the Terms and Conditions of the Rental Agreement, or the General Terms and Conditions of Hire. The Hirer may cancel the agreement at any time but will be subject to any cancellation penalties as defined in the Rental Agreement Terms & Conditions and General Terms and Conditions of Hire.
26. If the Agreement is cancelled the Operator and the Hirer must do so in writing. The operator will pay any refunds due within 7 working days. If the Hirer cancels the agreement during the period of hire they undertake to return the vehicle to its designated return location or pay the required relocation charge.

## Dangerous driving and personal information

27. If, in the reasonable opinion of the Operator, the Hirer's driving is likely to pose a real danger to themselves and/or the lives of any other person, then –
  - a) The Operator may cancel this Agreement immediately with written or verbal notice; and
  - b) The Hirer must, as soon as practicable, return the Vehicle to the place of business of the Operator or Operator's agent; and
  - c) The Hirer's personal information contained within this Agreement may be disclosed to other relevant operators for the purpose of promoting safe driving in New Zealand.

## Excess Distance Charge

28. Where the average daily distance exceeds 300km/day a distance charge of \$0.30/km will be applied unless the 'Increase to 400km' option has been taken prior to commencement of the hire. Where the 'Increase to 400k' option has been taken, but is exceeded, a distance charge \$0.30/km will be applied.

## General Terms and Conditions of Hire

29. The Hirer acknowledges that the General Terms and Conditions of Hire form a part of the Rental Agreement and agree to abide by them.

Hirer's Transport Service Licence Number. 0257153

**NOTE: THE OPERATOR MUST GIVE THE HIRER AT LEAST ONE COPY OF THIS AGREEMENT. IT IS THE HIRER'S DUTY TO KEEP A COPY OF THE AGREEMENT IN THE VEHICLE THROUGHOUT THE TERM OF THE HIRE AND PRODUCE IT ON DEMAND TO AN ENFORCEMENT OFFICER.**