



FRIENDS OF PEDAL POWER PROJECT

PROSIECT CYFEILLION PEDAL POWER

Registered Charity No / *Elusen Gofrestredig Rhif:* 1092304
Company Limited by Guarantee / *Cwmni Cyfryngedig drwy Warant:* 4373456

Pontcanna Caravan Park, Off Dogo Street, Cardiff. CF11 9JJ

Tel / Ffôn: (029) 2039 0713

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info@cardiffpedalpower.org www.cardiffpedalpower.org

Thank you for enquiring about membership – the following forms are attached:-

- **Member Details form** For recording/updating cyclists' general data
- **Cycle Hire Terms and Conditions form** If the cyclist is unable to sign this form themselves, then an authorised guardian/manager will need to sign this on their behalf.
- **Assessment Request form** It is mandatory that all people with disabilities have an assessment with us before cycling to ensure the most suitable bike is given. If you are renewing your membership and would like a re-assessment, please fill this in as well. Otherwise, you do not need to fill in this form.
- **Membership Monitoring form** This information is requested by grant bodies from which we get our funding. The completion of this form is not compulsory.

Further information

1. **VAT** is now charged on cycle hire services – you may be VAT exempt if you use an adapted bike, the reception will notify you of this.
2. **Membership cards** You will be issued with a membership card which you should bring each time you visit Pedal Power.
3. **Checking bikes in and out** The cyclist is responsible for the bicycle until it is signed back in. Please ensure all bikes are returned at the agreed time.
4. **Cycle Safety Awareness Course** If you are supporting a cyclist, then it may be a good idea to take our specialised course with our cycle instructor. For further information, please contact John at john.reed@cardiffpedalpower.org
5. **Saturday Group ride** – in order for us to manage this ride, and ensure we have sufficient volunteers to lead it, we request that you book your place the Wednesday before at the latest.

Patron / Noddwr: Bryn Terfel



6. **Group bookings** Please phone in about an hour before the session begins, so that we can ensure your bikes are ready for you.
7. **Website and Facebook** Keep up-to-date by checking out our website – www.cardiffpedalpower.org – and our Facebook page.
8. **Bay Hire** This is now open 7 days a week between 10am-6pm. There aren't any trikes down the Bay but we have a large selection of two wheelers for all the family and some pedal cars, which are great fun.
9. **Spokes Café** Please support this facility when you come for a ride, or pop in if you're in the vicinity.

- **How YOU can help secure Pedal Power's future** –

- let us know when you are unable to attend
 - tell your friends about Pedal Power and Spokes Café
 - suggest the firm that your family/friends work for sponsors Pedal Power
 - volunteer with us
- **Future Events for your diary**
 - 24th September – Vintage & Handmade Fair
 - Mid-Week Pedallers, Wednesdays at 1pm (see website for details)

We hope you continue to enjoy coming to Pedal Power. If you have any concerns, or ideas for improvement, please email me on sybil.williams@cardiffpedalpower.org

Happy Cycling!

Sybil Williams
Director

4/8/11



Friends of Pedal Power Project Ltd Cycle Hire Terms & Conditions

1. This agreement is between the "Hiree(s)" whose details are set out below and the "Hirer" who is "Friends of Pedal Power Project Ltd" who are operating on a non-profit basis, here after known as "Pedal Power"
2. The Hiree(s) agrees and acknowledges that the cycle(s)/equipment they are hiring are fully fit for purpose and that they are fully satisfied with the condition of the cycle(s)/equipment at the commencement of hire.
3. The Hiree(s) agrees to take care of the cycle(s) whilst in their possession and understands that the cycle(s) are not to be used for extreme cycling (ie freeriding) or any kind of on or off road race competitions.
4. The Hiree(s) warrants that all riders of cycle(s) covered under these terms and conditions are competent to perform the act of cycling and will take full responsibility for ensuring the safe use and operation of the cycles they have hired.
5. The Hiree(s) warrants that they are competent and/or qualified to take responsibility for any other cycles and cyclists that may be subject to these terms and conditions through use of hired cycles and equipment. If any Hiree(s) is unsure of the competency of the cyclist(s) in question, or is concerned about their own ability to lead other cyclists safely, they are urged to seek appropriate training. Assessments and training courses for cyclists and cyclist supporters are available through Pedal Power on request. It is not the duty of Pedal Power to ensure training in undertaken by any individual.
6. The Hiree(s) agrees to take responsibility care of all accessories hired with the bicycle and agrees to return them at the end of the hire period.
7. For non-members: The Hiree(s) agrees to pay a deposit of £20 per bicycle on request in the event that valid photo ID cannot be supplied. The refunding of this deposit is conditional to the return of the bicycle in a state equal to when it was when hired out – fair wear and tear accepted.
8. Where cycles are returned in a damaged state, other than from fair wear and tear, an assessment of the damage will be undertaken by Pedal Power staff and the Hiree(s) will be invoiced for the full cost of repairing the affected cycle(s).
9. In the events of a cycle(s) being lost, damaged beyond economic repair or stolen whilst in possession of the Hiree(s), the Hiree(s) agree to pay Pedal Power the sum equal to the full retail cost of the cycle. This will be refunded in full or part if the cycle is subsequently recovered in working order within the 14 days of the loss at the discretion of Pedal Power.
10. The Hiree(s) agrees to indemnify and defend against any claim whatsoever caused as a result of the use or misuse of the hired cycle(s) whilst in the possession of the Hiree(s) or any other individual.
11. The Hiree(s) agrees to inform Pedal Power immediately of any loss or breakdown of any cycle(s) whilst in their possession or control.
12. The Hiree(s) agrees to report any repair or injury associated with the use of any cycle(s) or equipment in their possession no later than the end of the hire period.

"I agree to the terms and conditions as set out above"

Signature: Date:

Name:

If signing on behalf of someone, please state your name:.....

Your relationship to this person:

If employed by an organisation, please state details:

Name/address of organisation:.....

.....

Phone Number:

PEDAL POWER Membership monitoring

This information is requested by grant bodies from which we get our funding. The completion of this form is not compulsory. Thank you.

a) Ethnic background

Please indicate your ethnic background of project.

White

- Welsh
- Other British
- Irish
- Any other White background

Mixed

- Mixed ethnic background

Asian, Asian Welsh or Asian British

- Chinese
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black, Black Welsh or Black British

- Caribbean
- African
- Any other Black background

b) Gender

please tick

- Male
- Female

c) Age

please tick

- 0-16 years
- 17-25 years
- 26-49 years
- 50-64 years
- 65+ years

d) Are you registered disabled?

Yes No

e) Welsh language

Do you speak Welsh?

Yes No



Pedal Power Project

Pontcanna Caravan Park, CF11 9JJ, Cardiff
www.cardiffpedalpower.org

02920 390 713

Assessment Request Form

If you require an accessible bike, or are disabled you will require an assessment to ensure you are on the most suitable bike. If you are renewing your membership, and want a re-assessment because your needs have changed, please fill in this form as well, otherwise, there is no need to fill it in.

Contact Details

Name of Cyclist: _____

Address: _____ Postcode: _____

Name of Support Rider who will attend with the cyclist: _____

Organisation: _____

How shall we contact you to arrange your assessment?

Telephone: _____ E-mail: _____

The support rider must be fit enough to support the cyclist's needs by either cycling with them, or walking/jogging alongside. If more than one support rider will be involved, each support worker will need appropriate training. Pedal Power offers Cycle Safety Awareness training which we strongly advise all support riders to attend. Please ask for details.

About the cyclist

Age: _____ Approximate weight: _____ Approximate height: _____

Have you used a trike before? Yes No

Have you cycled a 2 wheel bike before? Yes No

Will you wear a helmet? Yes No

Pedal Power advises every cyclist to wear a helmet. Helmets are available free with cycle hire.

Continued overleaf

Office use only:

Date received		Cycle proposed	
Assessment scheduled		Assessment attended?	
Membership status			

What conditions or difficulties do you have that could affect your ability to cycle or to understand instructions whilst cycling?

Are you: a) not walking b) with an aid c) walking independently

If so, how far? _____

Would you like to use a hoist? Yes No

Can you grip with: a) unable to grip b) one hand c) two hands

Is it difficult for you: a) to see? b) to hear? c) to follow instructions?

Are there any ways we can improve our communication with you while cycling?

Do you have any difficulties relating to movement, balance and/or co-ordination?

Can you suddenly become agitated, distracted or unpredictable? Yes No

Please explain how we can help to prevent this _____

Have you got strong likes or dislikes? (eg. Colour, dogs, crowds, noise etc)

Please tick the following health checklist for cyclist and support rider:

- 1) Have you ever had a heart condition or chest pains? Yes No
- 2) Do you ever feel dizzy or lose consciousness? Yes No
- 3) Do you have a bone or joint problem? Yes No
- 4) Do you have diabetes? Yes No
- 5) Do you have asthma? Yes No
- 6) Are you recovering from illness, injury or an operation? Yes No
- 7) Do you have any other condition that may be affected by physical activity? Yes No
- 8) Do you have epilepsy? Yes No

I understand that if I have answered YES to any of these questions, I should seek medical advice before cycling.

Signed: _____ Date: _____

Full printed Name: _____