

HOW TO BOOK OUR AIRCRAFT

JOINING FLIGHT CIRCLE

Click the [MAKE A BOOKING HERE](#) web link to [FLIGHT CENTRE](#)

Create an [ACCOUNT](#) for yourself

Choose [MARYBOROUGH AERO CLUB](#) as your organisation – type the name of the club into the [SEARCH](#) panel and select [ADD](#) when prompted.

[SUBSCRIBE TO MESSAGES](#) when prompted – this is so you will receive messages pertaining to your booking and other important information

Your application to add the club will then be authorised by a committee member before it will appear on your list of organisations

Once approved, you will be able to see the [AIRCRAFT SCHEDULE](#) showing available booking

Once approved, login and go to the [MESSAGES](#) panel and read new messages asking you to [COMPLETE PILOT INFORMATION](#) etc

Before you can schedule any flights, you must verify your email address. A verification message will have been sent to your nominated email address

SCHEDULING A FLIGHT

Choose the [SCHEDULE](#) panel and click on the date you wish to book. This will open a panel showing times for you to choose from

Go to your [SETTINGS](#) (top right of page) to choose [WEEKLY](#), or [MONTHLY](#) default view

Once a booking has been made, you can [EDIT](#) it, or [CANCEL](#) it quickly and easily

PLEASE NOTE that if you don't cancel a flight, you may be charged for it

Any issues with bookings, please email BOOKINGS@MARYBOROUGHAEROCLUB.COM

OTHER INFORMATION

You must be a [MEMBER](#) of the Maryborough Aero Club to hire our aircraft. Membership form is available on our website. Please complete and email to SECRETARY@MARYBOROUGHAEROCLUB.COM and await confirmation. Please include [FLIGHT BOOKING MEMBERSHIP](#) in the subject line of the email to assist us in identifying you

You **MUST** complete a once-only [FLIGHT CHECK](#) prior to hiring. Please email BOOKINGS@MARYBOROUGHAEROCLUB.COM to arrange

You must sign the Club's [STATUTORY DECLARATION](#) stating that you have not had any accidents in the past five years – this is a condition of insurance

AIRCRAFT OPERATION

- **Weight and Balance:** Note that the maximum take-off weight is **575kg**. For W&B planning, use an empty weight of 333kg with cg arm at 0.23 m.
- Flying with two occupants, recommended max fuel is 100 litres, this will allow 172 kg remaining for two occupants plus luggage.
- Avplan offers a Sportstar on their type database with an acceptable weight and balance envelope for planning.
- **Refuelling should be done by the hirer after flight** - please refill to at least 100 litres for the next hirer using the provided dipstick. Refuelling should be done from the provided containers - the containers will be filled up regularly by club management.
- Please record flight time details in the HAM sheet based on the **HOBBS** indicator. These numbers should be uploaded to your Flight Circle app for accounting purposes.
- **All new hirers will need to be checked out before renting the aircraft.** Please familiarise yourself with the operating procedures in the attached POH before your check ride with a nominated club pilot.
- For away trips over a few days, the club will require at least 2.5 hours per day away from YMYB. This is to recover potential lost revenue from other hirers.
- **When boarding or disembarking the aircraft, please do so one occupant at a time. Simultaneous boarding will result in the aircraft tipping over onto its tail.**
- Please do all bookings through the Flight Circle app - please setup your account following the instruction in the links provided.