



# SPECIAL EVENT CONTRACT

(Use this form for all charters except high school events and weddings)

630-455-7003 • 630-455-7495 (fax)

Event Day \_\_\_\_\_ Event Date \_\_\_\_\_

Number of Hours: \_\_\_\_\_ (3hr. min. for Limos/4 hr. min. for Buses), from \_\_\_\_\_ (am/pm) - \_\_\_\_\_ (am/pm)

Which vehicle(s)? Sedan / Limo / Party Bus / Coach Bus / Night Rider Bus / 40-pass. Bus (circle all the apply)

Total number of vehicles? \_\_\_\_\_ Number of Passengers in each vehicle: \_\_\_\_\_

Full Name for Reservation: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_ Contact Person & Phone: \_\_\_\_\_

Phone # where passenger can be reached on event day: \_\_\_\_\_

Initial Pick-up Address: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Other details or information: \_\_\_\_\_

(Check Here \_\_\_\_\_ if Attaching Additional Sheets of Information You Believe Necessary to Serve You Best)

For 1 <sup>st</sup> Vehicle	\$ _____ Per Hour @ _____ Hours x _____ (# of limos/buses/sedans)	\$ _____
For 2 <sup>nd</sup> Vehicle	\$ _____ Per Hour @ _____ Hours x _____ (# of limos/buses/sedans)	\$ _____
	20% Gratuity	\$ _____
	Fuel Surcharge (\$25.00 per limo, \$50.00 per bus)	\$ _____
	<b>TOTAL</b> .....	\$ _____
	Less 30% Nonrefundable Deposit to Reserve Vehicle(s) and Date	\$ _____
	Balance Due in Cash at the Start of the Event on the Event Day	\$ _____

- ◆ To pay deposit by check, mail form and check to 201 E. Ogden, Suite 20 • Hinsdale, IL 60521. You must still provide a credit card to guarantee this contract even if the deposit is being paid by cash or check.
- ◆ To pay deposit by credit card, fill in information below and fax form to 630-455-7495.

\_\_\_\_\_ Check here to pay the deposit and the balance due now with the credit card below.

1. We must receive your fully completed contract and deposit before a vehicle is considered reserved.
2. Cancellations must be received at least 4 (four) weeks before the scheduled pick up time to avoid the balance due.
3. The balance due above will be charged to the credit card below for a reservation not canceled properly.
4. If you want to pay the balance due by check or credit card, it must be received at least 2 weeks before the scheduled pick up time. Otherwise, the balance due must be paid in cash.

*By providing your credit card and guaranteeing this contract, you acknowledge that you are at least 18 years of age and have read and agree to abide by all "Charter Rules" above and on page 2 of this contract.*

Circle one: VISA, MASTERCARD or DISCOVER Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ / \_\_\_\_\_

Name on Card: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_ 3-digit Code on Back \_\_\_\_\_

Billing Address for credit card: \_\_\_\_\_

**www.HinsdaleUnitedLimo.com**

**Hinsdale United Limousine Service, Inc. • 201 E. Ogden, Suite 20 • Hinsdale, IL 60521**

# HINSDALE UNITED LIMOUSINE SERVICE, INC.

# CHARTER RULES

Print This Page and Keep It for Your Records - You are Responsible for Knowing and Complying these Rules

YOU ARE A VALUED CUSTOMER OF HINSDALE UNITED LIMOUSINE SERVICE, INC. ("HULS") AND WE WANT YOU TO ENJOY YOUR USE OF OUR VEHICLE. WE JUST WANT TO ENSURE THAT THE INTEGRITY OF OUR VEHICLE IS MAINTAINED FOR FUTURE BUSINESS. **Therefore, these rules apply to all transportation (special events, weddings, proms, etc.) provided by HULS without exception. In addition to the 4 rules on page 1 of the contract, the following rules also apply:**

5. HULS agrees to provide the designated vehicle and a driver at the time, date and location specified on the contract.
6. Unless specified on the contract, request for additional hours will be provided only if the vehicle is not scheduled for other work.
7. Number of passengers allowed in the vehicle shall be no more than specified number in contract or limited to the vehicle passenger capacity it is designed to carry.
8. HULS reserves the right to substitute a vehicle of equal or greater value in the event of mechanical difficulties or scheduling reasons.
9. HULS and HULS employees are NOT responsible for any unattended, forgotten, left, lost, damaged or stolen articles in the vehicle at any time.
10. The sale or use of ILLEGAL DRUGS or smoking in the vehicles is strictly forbidden. Also, alcohol possession or consumption by minors is strictly forbidden. There will be no standing out of moon-roofs or hanging out of windows. HULS reserves the right to immediately terminate service without any refund to any party or person(s) who violates these rules.
11. HULS is not responsible for delays caused by weather, traffic conditions, mechanical problems, airlines and/or airport problems, automobile accidents caused by others or acts of God.
12. Customer may not attach or affix anything to the interior or exterior of the vehicle(s) without prior permission from HULS management.
13. Customer accepts full responsibility for vehicle damage or special cleaning, and any loss of income due to negligence or carelessness caused by any member of customer's group, or customer (examples: vehicle damages caused from smoking, burns, vomiting, scratches, broken glassware, stains, wrestling in vehicles, kicking windows/mirrors, and etc...) and authorizes HULS to charge the guaranteeing credit card for the expenses regardless and in addition to any prior understandings and agreements. These charges are necessary due to the high cost of cleaning and the revenue and time lost because the car cannot be used. There's an automatic \$250.00 cleaning charge for any vomiting.  
If the guaranteeing credit card is not able to be charged for any reason, customer agrees to pay for damages within seven days from the event date. Customer agrees to pay for any collection expenses and/or attorney fees and costs associated with HULS' collection efforts.
14. There is a \$2.00 processing fee for each credit card transactions.
15. FAILURE OF CUSTOMER TO COMPLY WITH THESE RULES AND REGULATIONS WILL RESULT IN TERMINATION OF SERVICE, REQUIRING PAYMENT IN FULL WITH NO REFUND.