



Please read, Print, Fill up, Sign and Fax both pages to (847) 583-0501

General Information

Today's date	Occasion	Pickup Time	Pickup Date
# of passenger	Vehicle Type	Best Way To Contact on Pickup Date (Phone #)	Driver Tom Vip Limousine

Main passenger(card holder) information

First and Last Name	Address	City	State Zip	Contact Phone #
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Routing Information

Pick Up:	
Stop:	
Stop:	
Stop:	
Drop Off:	

Credit Card Information

Credit Card Number	City,State,Zip	Security # (last 3 digits)
Card holder's Name	Billing Address	Expiration Date

Charges & Fees

Notes/Comments

No. of Hours/Units:		
Base Rates:		
Gratuity 20%:		
Total Due:		
Deposits/Payments:		
Total Outstanding:		

Terms & Conditions

For all these Terms and Conditions Main passenger(card holder) is responsible as well as for his/her's guests and should make sure non of the guests damages the vehicle. 1. All deposits are NON refundable. 2. Company is not liable in the event of mechanical breakdown before or while on charter, and due to this the company reserve the right to change the type of vehicle. The client assumes full financial liability for any damage to the limousine caused during the duration of the rental by them or any members of their party. A fee of 500 to 5.000 dollars for each carpet or seat burn as well as any damage done to the the car. Sanitation fee is \$300.00 minimum. Any fines will be paid for by the customer. 3 The driver has the right to terminate run without refund (if there is balance indiscretion on the part of the client(s)). **It is Illegal to stand through the sunroof as well as throwing out anything thru sunroof and windows. Smoking is not permitted in our limousines.** 4 Overtime pay will apply after the first 15 minutes of prearranged time described on the run sheet. 5. Not responsible for delays or the termination in winter caused by unsafe road conditions (ie. not salted, accidents, etc.). 6. Not responsible for articles left in the limousine. 7. Balances to be paid to the driver on the run date before the beginning of the run. 8. Vehicles cannot be loaded beyond seating capacity. **Absolutely NO alcohol is allowed for passenger under21!** In case of non-payment or any disputes of charge resolved from things like damaged car or overtime, etc, I Agree and fully authorize the charges to be put on my credit card provided above. I understand these terms and conditions and fully agree to them by signing below.

 Signature

 Full Name-PRINT

 Date



I undersigned acknowledge and agree to the contract and terms listed below for services Vip Limousine Inc will provide. This contract will remain on file, and be binding for all future services provided by Vip Limousine Inc to the undersigned.

RESERVATION REQUIREMENTS:

1. A valid credit card must be put on file at time of reservation. (See credit card authorization form)
2. A 20% or 40% deposit must be made at the time booking to a valid credit card.

LIABILITY AGREEMENT:

This agreement is a contractual agreement with Vip Limousine Inc for the hire of professional chauffeured services and pertains specifically to the performance of all passengers in the vehicle from the time of pick up to time of drop off. In addition to the hourly rate for the car and chauffeur, any damage in excess of usual wear of the hired car will result in a minimum charge of \$300.00 up to \$5000 for the cleaning, repair or anything broken, damaged and/or cleaning of the vehicle above normal usage. Determination of the usual wear and use of the vehicle interior and its environs is at the discretion of Vip Limousine Inc solely.

Vip Limousine Inc cannot guarantee the availability of overtime.

CANCELLATION POLICY:

Any Cancellation within 14 days of trip is **non-refundable** and will result in full charge for the original reservation. Declined credit cards will incur a \$50.00 fee plus all charges due for the reservation.

LIMOUSINE RULES AND REGULATIONS:

I acknowledge the fact that **Limousine is under 24/7 monitoring (dvr recorder)** which can be used as evidence later on if Me or any of my guest will damage anything in the limousine which I'm renting .

1. No smoking inside the limousine, \$300.00 per incident. No exceptions!!!
2. **A fee will be assessed for excessive clean up like: spew, vomit, slop, spills e.t.c. at the discretion of Vip Limousine Inc \$300.00 minimum!!!**
3. All tolls and parking fees are not included in rental rate.
4. A \$20.00 fee will apply for broken glasses and triple of that amount for missing(stolen) glasses.
5. **All unruly persons will be dropped of at the sole discretion of the driver without refund.**
6. Vip Limousine Inc and its employees will not be responsible for lost, damaged or stolen property.
7. **No illegal drug use of any kind.**
8. **No possession of any illegal weapons at any time.**
9. The customer agrees that a replacement limousine may be substituted in the event of any major mechanical or physical damages which make the vehicle unsafe to drive.
10. All entertainment including CD's and DVD's are to be provided by client. Any damage to AV equipment will be assessed at the completion of the trip and will result in additional charges to repair or replace the damaged equipment \$500.00 minimum.
11. \$300.00 minimum for each act of vandalism
12. \$2000.00 opening a Car Door into another Vehicle or Stationary Object (DO NOT open the doors, chauffeur open for you)
13. As indicated in the contract, any extra passengers traveling in the vehicle are subject to extra charge.

EXPECTATIONS OF CHAUFFEUR:

Our chauffeurs will do everything possible to make sure you and your guests have an unforgettable experience. However, they are chauffeurs and not butlers. They will carry your bags and belongings to your door and/or car and help anyone in an out of the car if asked. They will assist you to the best of their ability if asked to take photos. We simply ask you treat our chauffeurs with the same respect you expect to be treated with.

CONTRACTUAL OBLIGATION:

I THE UNDERSIGNED, AGREE TO THE ABOVE RULES AND REGULATIONS SET FORTH BY VIP LIMOUSINE INC. ALL DAMAGES ARE ASSESSED AT THE SOLE DISCRETION OF THE DRIVER. I UNDERSTAND AND AGREE TO PAY THE ENTIRE CONTRACT PRICE IF CONTRACT IS BREECHED IN ANY MATTER OUTLINED ABOVE. THE NUMBER OF HOURS I AGREED TO ON THE CONTRACT IS THE MINIMUM HOURS I AGREE TO PAY. ADDITIONAL TIME WILL BE BILLED AFTER FIRST 15MINUTES AT CONTRACTED RATE IN HALF HOUR INCREMENTS. I AGREE AND FULLY AUTHORIZE THE CHARGES TO BE PUT ON MY CREDIT CARD PROVIDED BY ME IN MAIN VIP LIMOUSINE INC AGREEMENT(PART 1 OF 2).

Signature

Full Name-PRINT

Date