



PRIVATE CLASS
LIMO SERVICE, INC.

Rental Contract Agreement Booklet



Rental Contract Agreement

Billing starts at the scheduled start time. Our driver will arrive approximately ten minutes early. Once the driver arrives at the pickup location there will be a quick meet and greet. Rates may vary depending on the event and season. The driver's 20% gratuity charge is not included in the hourly rate and will be added to the final total at the end of the rental. **DEPOSITS ARE NON-REFUNDABLE**. All cancellations made that provide less than 72 hours' notice will be billed the total contract amount. Agreeing to the conditions as outlined below and the contracted rate as quoted and included in this agreement authorizes **PRIVATE CLASS LIMO SERVICE, INC.** and its agents to accept payment in the form of cash or credit card. Once payment is accepted, **PRIVATE CLASS LIMO SERVICE, INC.** and its agents are authorized to charge for any damages incurred by the responsible party and/or any guests of the responsible party.

LIMOUSINE RULES AND REGULATIONS

1. No alcohol is to be consumed by anyone younger than less than 21 years of age. Violations may result in early termination and no refund.
2. **NO SMOKING** is allowed inside the limousine. Violations will result in a \$100.00 charge per incident without exception.
3. The clean-up fee for vomiting in the limousine will be assessed at between \$250 and \$400.
4. No shoes are allowed on the upholstery or in the bar area.
5. Tolls and parking are not included in the rental rate. The driver must be reimbursed at the end of the rental.
6. A \$20.00 fee will be charged per broken or missing glass.
7. A \$100.00 clean-up fee will be charged for excessive matter left in the limousine.
8. All unruly persons will be dropped off at the sole discretion of the driver with no refunds.
9. We are not responsible for any lost, damaged, or stolen property.
10. No illegal drug use of any kind is permitted.
11. All cancellations must be made in writing though certified mail within 72 hours of your scheduled rental to avoid being billed the full contract amount.
12. Customer agrees that overtime will be billed at the contracted rate and agrees to pay any overtime charges. Overtime will be rounded up to the nearest half hour.
13. Customer agrees that a replacement limousine may be substituted in the event of any major mechanical issues or accident. If a replacement limousine is not available, you will be taken to your destination by cab as a group free of charge. A refund for the balance of the time remaining will be mailed to you.
14. All entertainment including CDs, DVDs, and/or VHS tapes are to be provided by the client.
15. If the limousine is unavailable and there is no replacement prior to your scheduled rental, you will be refunded the full amount.
16. The driver may ask guests to lower audio sound levels or excessive noise being made by guests. Failure to comply may cause termination of the service without refund.
17. The person who signs the contract will be responsible for all damages. Damages will be charged at 125% of the repair costing. Including but not limited to gum, food, or drink spills. The contract signer is responsible for inspecting the vehicle chartered prior to departure to determine any previous damages.
18. Seating is required at all times while the vehicle is in motion. **PRIVATE CLASS LIMO SERVICE, INC.** is not liable for injuries to guests who are not seated during transit.
19. The receipt will be email to the responsible party below at the time that the credit card is charged.
20. Company Mailing Address: 133 West Market Street, Suite 215, Indianapolis, IN 46204, Bus: 317-252-9191.



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Contract Obligations: With my signature at the bottom of this page, I understand and agree to the length and usage along with any charges and further agree to pay for any and all damages that my parties may cause during the rental period. I also agree to the above Limousine Rules and Regulations. All damage determined to have occurred is at the sole discretion of the driver. I understand and agree to pay the entire contract price if the cancellation policy is not followed. The number of hours on the contract is set as the minimum hours I agree to pay to **PRIVATE CLASS LIMO SERVICE, INC.** All fields must be completed by the driver and the customer.

Date of Event: _____ Pickup Time: _____ Contract Price: _____

Pickup Address: _____ City: _____ Zip Code: _____

Drop-off Address: _____ City: _____ Zip Code: _____

Name on Credit Card: _____

Address: _____ City: _____ Zip Code: _____

Customer's Email Address: _____

Phone #: () _____ - _____ Cell #: () _____ - _____

Select One: **Visa** **MasterCard** **America Express** **Discover**

Other Credit Card #: _____ - _____ - _____ - _____

Expiration Date: _____ CCV Code # _____

Rate Per Hour: _____

Driver's 20% Gratuity: _____

Deposit: _____

Total: _____

All parties have agreed to the Rules and Regulations in this Rental Contract Agreement.

Customer Signature: _____ Date: _____

Customer Name (Print): _____