



Transportation Rental Agreement

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Reservation Details

Today's Date \_\_\_\_\_

Event Date: \_\_\_\_\_ / \_\_\_\_\_  
Event Type/Event Package: \_\_\_\_\_

Anticipated Hrs. needed From \_\_\_\_\_ AM To \_\_\_\_\_ AM Total requested hours of continuous service \_\_\_\_\_

Pick-up Address  
\_\_\_\_\_

Stop1  
\_\_\_\_\_

Stop2  
\_\_\_\_\_

Stop3  
\_\_\_\_\_

Stop4  
\_\_\_\_\_



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Reservation Details

Stop5

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Drop – off address

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Client's Name:

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Client's Address:

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Client's Phone #: W or H: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Number of People in Party 0       SEDAN: (3)     SUV (5)     LIMO VAN (8)     STRETCH LIMOUSINE (8-10)  
 MINI COACH (21-24 PAX)     MINI COACH (25-28 PAX)     MINI COACH (29-35PAX)     MINI COACH (36-41 PAX)

This vehicle can accommodate up to \_\_\_\_\_ MINIMUM # HOURS \_\_\_\_\_ HOURS BOOKED \_\_\_\_\_



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Reservation Details

Primary Contact Person E-mail

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Cell Phone Number

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Secondary Contact PersonEmail Address

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Cell Phone Number

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**Contractor's Signature**

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**Date**

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Transportation Rental Agreement

Terms, Conditions and Payment Information

Pricing: Hourly Rate\*\* \_\_\_\_\_ Number of Requested Hours\* \_\_\_\_\_ Total Price: \_\_\_\_\_

Important Information:

\*Time Billing: All charges are computed from the time of the scheduled pick up time or when you begin using the vehicle, whichever is first, until the drop-off is complete, provided the pick-up and drop-off is within the St. Louis metro area. For pick-ups and drop-offs outside of the metro St. Louis area there will be a minimum charge of one hour for travel time. (St. Charles, St. Peters, O’Fallon, MO there is no extra charge.) \*Additional time will be billed at hourly rate in 30 minute increments over the quoted hour minimum. Additional time will be allowed if not in conflict with a prior booking. \*47/55 PAX Motor coaches: These buses have a standard 5 hour minimum, terminal to terminal and a minimum \$150.00 cancellation fee. Additional time is billed in one hour increments on motor coaches. If the contracted vehicle becomes unavailable for the contracted date and time for any reason including mechanical breakdowns, Corporate Transportation will make every effort to provide the client with alternative commensurate transportation or refund unused time. Accordingly, we reserve the right to sub-contract this group’s transportation.

\*\*Hourly Rate Quoted above includes a minimal driver’s gratuity and fuel charges.

Payment Information: (Circle One)  Cash  Check  Amex  Discover  Visa  MasterCard

Deposit required: \$ \_\_\_\_\_ Deposit Due Date: \_\_\_\_\_

Balance Due:\$ \_\_\_\_\_ Balance Due Date: \_\_\_\_\_ Payment Method Of The Remaining Balance: \_\_\_\_\_

Credit Card Acct # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Name on Credit Card: \_\_\_\_\_

Billing address associated with the CC



## Transportation Rental Agreement

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### Terms, Conditions and Payment Information

I understand the 50% deposit is not refundable, unless cancellation occurs 60 days prior to said "Charter." Cancellations between 14 and 59 days prior to your event will be subject to "Cancellation and Deposit Policy" found later in this document. **If cancelled within 48 hours of said "Charter, "100% of the Charter will be billed to your credit card.** I also understand that I am responsible for any damages incurred to the interior or exterior of this vehicle by anyone in my party or myself. Corporate Transportation also has my permission to charge for any such damages to my credit card, such as gum, burns, bodily fluids, major spills, etc. The group will respect the chauffeur's judgment regarding safety of the passengers and the vehicle. The Chauffeur also reserves the right to terminate the Charter at any time for safety reasons, or if the driver, vehicle or terms are abused, with no refund of monies. I further understand that **Corporate Transportation** is NOT RESPONSIBLE for any items left in vehicles.

Additional charges will be incurred for:

- Smoking \$100.00 and chauffer reserves the right to terminate the charter with no refund.
- Bodily Fluids/Regurgitation \$100.00 Each
- Gum, Major Spills \$50.00 Each
- Broken Glasses \$ 10.00 Each

**ANYTHING ELSE WILL BE ESTIMATED BY A PROFESSIONAL PERSON.**

**WE HIGHLY RECOMMEND NO GLASS BOTTLES AND PREFER CANS, NO KEGS OF ANY KIND / NO JELLO SHOTS.**



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### Terms, Conditions and Payment Information

#### **Additional Information:**

**Alcohol:** You may bring your own alcoholic beverages. **Passengers younger than 21 are not allowed to use alcohol in ANY of Corporate Transportation's vehicles!**

**Security Deposits:** Some parties will be asked to provide a security deposit.

**Liability:** Neither the group nor any passenger shall use the vehicle for any activity that is illegal or prohibited under any applicable law, rule or regulation. Corporate Transportation shall have no liability whatsoever for any property or personal effects left in the vehicle by the group of its passengers.

**Damages:** The group will be responsible for any damage done to the vehicle by any passenger. As such, the authorized signature person for this group is responsible for payment.

**Contractor's Signature**

**Date**

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## Transportation Rental Agreement

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### Cancellation and Deposit Policy

Thank you for choosing **Corporate Transportation!**

We do our sincere best to ensure that our policies regarding cancellations and deposits are fair to both the client and the company. For this reason, we publish this policy and ask that you sign and return a copy to us as your signed confirmation. This will insure both parties that there is no misunderstanding with regard to any part of your trip.

#### **Cancellation and Deposit Policy for Sedan and SUV Service**

Cancellation charges equal to the rate confirmed at time of reservation will apply unless:

- Sedans are cancelled more than two (2) hours prior to scheduled pickup time.
- SUV's are cancelled more than twenty four(24) hours prior to scheduled pickup time.
- When fuel prices exceed \$3.50 per gallon, a 4% fuel surcharge will be added to all reservations for each \$0.50 increment.

A no-show fee equal to the base fare price of the trip, plus any applicable waiting time fee, will be charged when the passenger fails to arrive at the designated location. To avoid a no-show fee, or to locate your sedan call 314/423 1516 or 855/746 6785. Wait time for sedans will be billed at a dollar per minute after the first fifteen minutes. **No wait time charge for all arrivals-commercial flights.**



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### Cancellation and Deposit Policy

#### **Cancellation and Deposit Policy for**

#### **Specialty vehicles (Limousine, Limo Van and Bus) service**

##### **Our Policy for Cancellation is:**

You may cancel your "Charter" without penalty 60 days prior to the date of your event. If you reserve a vehicle with an event date of less than 14 days from the date you reserve, the booking is considered non-cancellable. Changes in bookings are allowed up to 3 days prior to the date of your event, unless:

- We have accepted another booking that your change would interfere with.
- We do not have the type of equipment to accommodate your change.

##### **Our policy concerning Deposits for all specialty vehicles except motor coaches are:**

- A deposit of 50% of the Charter will be collected in order for the event to be booked.
- If you cancel your Charter 60 days or more prior to your event, you will receive a full refund of your deposit.
- If you cancel your Charter 31-59 days prior to your event, 50 % of your deposit will be refunded.
- If you cancel your Charter 14-30 days prior to your event, 25% of your deposit will be refunded.
- If you cancel your Charter 3-13 days prior to your event, you will not receive a refund of your deposit.





- Charters cancelled within 48 hours of scheduled service will be charged the entire amount of the rental.

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### Cancellation and Deposit Policy

#### For motor coaches:

The same policies as above with the exception that the minimum cancellation fee at any time will be \$150.00

If you have any questions regarding this policy or your actual reservation, please do not hesitate to call our office at 314-423-1516

**Contractor's Signature**

**Date**

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\*To make this booking final, please review the contract, print, sign and reply with the scanned copy within 7 days of the date of this contract to [reservations@LimosStl.com](mailto:reservations@LimosStl.com) or you can fax it to CT at 314 – 423 - 1562. If we do not receive the contract by this date, we will cancel your transportation.