

Arbor Limousine Hourly Service Agreement
Select Ride, Inc. 2050 Commerce Blvd. Ann Arbor, MI 48103
(734) 663-8898 FAX: (734) 663-6967
limo@selectride.com

Name/Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Day of Event Cell: _____
Date of Service: _____ Pick Up Time: _____ Drop Off Time: _____
Vehicle: _____ #Pax: _____ Event Type: _____
Pick Up Location: _____
Drop Off Location: _____
Additional Locations/Comments: _____

Rental Fee _____ Gratuity _____ Total _____ Deposit _____ Balance: _____ due on: _____

If the rental goes over the scheduled time, each additional ½ hour will be charged: _____

At any time will there be unaccompanied minors in the vehicle? Yes ___ No ___ if yes, please fill out the Arbor Limousine Parental Permission form. Please be sure to list every minor; additional minors will not be permitted in the vehicle.

DEPOSIT POLICY

All deposits become non refundable 24 hours after the reservation is made. In the event of cancellation more than 14 days prior to the scheduled service date, the deposit as specified in the Payment Policy section will be retained. Within 14 days prior to service, no refunds will be made.

By placing a reservation, you agree not to contest this policy with your credit card company. All reservations require a deposit, even if a company account is used. If the reservation is being made within 24 hours prior to service, the entire trip must be paid for at the time of booking and no refunds will be made.

PAYMENT POLICY

A 25% Deposit or the vehicle minimum, whichever is greater, is required at the time of reservation. The full balance is due no later than 14 days prior to service. If the reservation is made less than 14 days in advance, the full amount is due at booking. If the full balance is not paid 14 days prior to service, we reserve the right to cancel this agreement with no refund of any payments previously made.

Credit Card Type _____ Number _____ Exp __/__/____ CCV _____ Name _____

I authorize Select Ride, Inc. to

- Bill my credit card for an Advance Deposit of: \$ _____
- Bill my credit card for additional fees in accordance with the policies described in this agreement

Signature: _____ Date: _____

LIMOUSINE DAMAGE POLICY

The credit card holder on this reservation will be held financially responsible for any physical damage or breakage of glassware, burn marks, stains, or any other damage whatsoever. Escape hatches are not to be confused with sunroofs and must remain closed at all times unless there is an emergency due to accident or fire. We reserve the right to terminate service with no refund if any occupant of the vehicle acts in a disorderly manner, becomes abusive or violent, or attempts to smoke inside the vehicle.

SMOKING/ALCOHOL/DRUG POLICY

Absolutely ***no smoking*** is permitted! Illegal use of drugs is prohibited; any such use will result in termination of the trip with no refund. Alcohol may not be consumed in the company of minors. No illegal activity is permitted whatsoever. There is a *minimum* \$300.00 clean up charge in the event of illness inside limousine.

UNACCOMPANIED MINOR POLICY

If no adult will accompany minors on the trip, all destinations must be given to the driver by the responsible party. The passengers cannot make changes to the itinerary unless authorization is given by the adult who secured the order. Parental permission forms for all minors must be on file prior to the beginning of the trip. We must be provided with the name and phone number of the adult responsible for the group.

OVERTIME RATES PER HOUR BILLED IN ½ HR BLOCKS

Please note there is no guarantee that the vehicle will be available beyond the reserved block of time. We reserve the right to conclude services at any moment once the reserved time has been expired. Please consider the times carefully when booking. *If* time is extended, an additional charge as specified will be made for each half hour or portion of a half hour.

NO REFUNDS EXCEPT AS SPECIFIED HEREIN

If we are unable to perform the service as booked, our liability is limited to a refund of any deposits received. We reserve the right to substitute vehicles in the event of vehicle malfunction based on availability. If we must refer you to another company to complete your trip, we will not be responsible for charges they make in excess of our pricing.

NECESSARY CLEARANCE NEEDED

The chauffeur will determine whether the limousine can safely make any tight turns or enter narrow driveways; if necessary, you may need to walk to the limousine if an entranceway is too tight for the vehicle to navigate.

GRATUITIES/DESTINATIONS

We require that your chauffeur receive a ***minimum*** 20% gratuity; this is their primary source of income. If overtime or miscellaneous charges are incurred, they will be added along with 20% additional gratuity. *Any extra gratuity given to a driver is at your discretion and will not reduce these additional charges.* We will not refund or reimburse customers for time lost if driver is required to find new addresses not indicated on your contract. While we are happy to accommodate changes in plans, when possible please provide all addresses to all destinations in advance to avoid time consuming mapping of addresses while the trip is in progress.