

# NYC Luxury Limousine, Inc.

## 2008 PROM CONTRACT

NYC Luxury Limousine, Inc. provides professional drivers, qualified by the New York Limousine Commission to ensure maximum safety for the passengers and the vehicle on prom nights. It is important to understand that the following terms and conditions have been established to provide a secure and enjoyable experience.

### TERMS AND CONDITIONS

- 1. Deposit:** A 35% non-refundable deposit is due at the time of reservation.
- 2. Payment in Full:** The remaining balance is due 45 days prior to the scheduled date of service. If this payment is not received in this time frame then the deposit will be forfeited and the reservation cancelled.
- 3. Methods of Payment:** All major Credit Cards are accepted. If payments have been made by credit card, we will also need the cardholder to provide the credit card for an imprint and signature at the first pick-up.
- 4. Cancellations:** Cancellations must be made in writing 45 days prior to the scheduled date of service. Cancellations are only valid if written and signed by the contract holder. Cancellations may be faxed to (973) 895-1204 and the receipt of the fax must be confirmed by phone. After 45 days the contract holder will be held responsible to pay the entire balance in full.
- 5. Additional Mileage outside of the Service Area:** The reservation includes travel within a 20 mile radius of the first pick-up point. Any mileage beyond the 20 mile radius will incur extra charges for travel time, mileage, tolls, and parking fees. We must receive your itinerary 15 days or more prior to the date of service.
- 6. No Alcohol, Smoking, or Illegal Drugs will be Tolerated:** These substances will not be allowed in any part of the vehicle. The New York Limousine Commission requires all chauffeurs to terminate service immediately if illegal activities occur within the vehicle. In the event of termination of service, the passengers will be returned to the first pick-up address.
- 7. Acceptable Behavior:** In order to ensure the safety of the students and to allow the chauffeur to concentrate on the safe operation of the vehicle there can be no rowdy, dangerous, or destructive behavior during the course of the service. At no time will the passengers be permitted to hang out the windows, stand up through the moon roof, or open the doors while the vehicle is in motion. The contract signer is liable for any damage done to the vehicle, both interior and exterior, by the passengers during the time of service. An additional \$250.00 fee will be charged if excessive cleaning is required due to spillage or vomiting, etc.
- 8. Vehicle Hired:** The undersigned agrees that in the event the leased or rented vehicle suffers or sustains a mechanical problem so as to render it inoperable, that NYC Luxury Limousine, Inc. at its discretion, may provide a similar vehicle of kind and quality and that such replacement vehicle will satisfy NYC Luxury Limousine, Inc.'s responsibility under this agreement. Further, that if the vehicle leased or rented suffers from a minor mechanical problem through no fault of NYC Luxury Limousine, Inc., it will be totally in the discretion of NYC Luxury Limousine, Inc. whether or not to provide a replacement vehicle.

NYC Luxury Limousine wishes you a safe and memorable prom night.

Please complete this form and fax to our office at (973) 895-1204. Thank you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Prom Date: \_\_\_\_\_

# NYC Luxury Limousine, Inc.

## DBA: Sunshine Limousine

### AUTHORIZATION TO DEBIT CREDIT CARD

I, \_\_\_\_\_ hereby authorize NYC Luxury Limousine, Inc. to debit my below credit card and below listed amount and I agree to the terms and conditions of the limousine rental. I understand that execution of this authorization constitutes such approval. I assume full responsibility for any and all non-payments.

A non-refundable 35% Deposit is due at the time of the reservation. The remaining balance is due 45 days prior to the day of service. Additional time begins 15 minutes after the scheduled drop-off date and time. If additional time is incurred hourly rates plus 20% gratuity and 7% tax will apply. The client who made this reservation is liable for any damage done to the interior or exterior of the vehicle by the passengers or their affiliates during service. If any repairs or excessive cleaning are required a minimum fee of \$250.00 will apply. In the event the leased or rented vehicle suffers or sustains a mechanical problem so as to render it inoperable, NYC Luxury Limousine, Inc. at its discretion, may provide a similar vehicle of kind and quality and that such replacement vehicle will satisfy NYC Luxury Limousine, Inc.'s responsibility under this reservation. Further, that if the vehicle leased or rented suffers from a minor mechanical problem through no fault of NYC Luxury Limousine, Inc., it will be totally in the discretion of NYC Luxury Limousine, Inc. whether or not to provide a replacement vehicle. If illegal activities occur within the vehicle, service will be terminated immediately and no refunds will be issued. All cancellations must be made 45 days or more prior to scheduled pick-up date and time. After such time the client is subject to be charged in full.

Date(s) of Service: \_\_\_\_\_  PROM  WEDDING  OTHER: \_\_\_\_\_

Total: \$ \_\_\_\_\_

35% Deposit: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

Card Type: Visa MC Amex Discover Other: \_\_\_\_\_  
(please circle one/ specify other)

Card Number: \_\_\_\_\_ Exp. \_\_\_\_\_ CVV2: \_\_\_\_\_  
(3 or 4 digit Security Code)

Full Name: \_\_\_\_\_  
(as it appears on credit card)

Billing Address for the Card: \_\_\_\_\_  
City State Zip

Phone #: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Work

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this Authorization Form along with a copy of the front and back of **your credit card and a copy of your driver's license or other valid photo identification.**

Fax all documents to: NYC Luxury Limousine Inc. fax: (973)895-1204.