

# NYC Luxury Limousine, Inc.

## WEDDING CONTRACT

Day & Date of Service: \_\_\_\_\_

Referred By: \_\_\_\_\_

**Bride:** \_\_\_\_\_

**Groom:** \_\_\_\_\_

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

Pick Up Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cross Street: \_\_\_\_\_

Cross Street: \_\_\_\_\_

Bride's Phone: \_\_\_\_\_

Groom's Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Pick-up Time: \_\_\_\_\_

Pick-up Time: \_\_\_\_\_

Distance to Ceremony: \_\_\_\_\_ mi.

Distance to Ceremony: \_\_\_\_\_ mi.

Will Groom be picked up and dropped off first, then have vehicle(s) proceed to bride's house? Y / N

**Location of Wedding Ceremony:** \_\_\_\_\_ **Time of Ceremony:** \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cross Street: \_\_\_\_\_ Will the Bride require a runner? Y / N

**Photo Location:** \_\_\_\_\_

**Location of Reception:** \_\_\_\_\_ **Time of Reception:** \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cross Street: \_\_\_\_\_

Will transportation from the reception be required? Y / N

Destination and # of Passengers per vehicle: \_\_\_\_\_

**Vehicles Required** Vehicle #1 \_\_\_\_\_ Vehicle #2 \_\_\_\_\_

Vehicle #3 \_\_\_\_\_ Vehicle #4 \_\_\_\_\_

### **TERMS AND CONDITIONS**

A 35% non-refundable deposit is due at the time of the reservation. The remaining balance is due 45 days prior to the day of service. Reservations are not guaranteed until the deposit and signed contract have been received by NYC Luxury Limousine, Inc. Cancellations must be made at least 45 days prior to the scheduled date of service. Cancellations must be written and signed by this contract holder and faxed to our office at (973) 895-1204. The receipt of fax must be confirmed by phone. After 45 days the undersigned will be held responsible to pay the entire balance in full. 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. The undersigned is liable to pay for any damage done to the interior or exterior of the vehicle by the passengers or guests during the time of service. An additional \$250.00 fee will be charged if excessive cleaning is required. Prices are valid for service provided within a 20 mile radius of the location of the Wedding Ceremony. Surcharges will apply for additional mileage and tolls. Airport service is charged separately. Additional time begins 15 minutes after the scheduled drop-off time. If additional time is incurred a minimum hourly overtime rate of \$150.00/ hour plus tax and gratuity will apply. There will be absolutely no exceptions unless overtime is booked 1 month prior to the date of service.

Prepared By (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_ 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.