

Best Chicago Limousine, Inc

Special Event Agreement

This agreement is between Best Chicago Limousine and _____ for services on _____. The contracted rate is \$____.00 per hour plus 20% gratuity for the chauffeur. Best Chicago Limousine guarantees to have a vehicle at the time and place listed below with the exception of instances of natural disasters, excessive inclement weather or any other extreme instance not under the direct control of Best Chicago Limousine.

Itinerary:

Pick -up Name: _____ Time: _____ () AM () PM

Pick-up Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Ceremony Site: _____ Time: _____ () AM () PM

Site Address: _____

City: _____ State: _____ Zip: _____

Reception Site: _____ Time: _____ () AM () PM

Site Address: _____

City: _____ State: _____ Zip: _____

Number of Vehicles & Vehicle Size/ Color

() Black Lincoln Navigator () White 10 Passenger Stretch () Black 14-16 Passenger SUV

() Black Lincoln town Car Sedan () Black 10 Passenger Stretch () White 14-16 Passenger SUV

Number of Vehicles needed: _____ Total number of Consecutive Hours: _____

If more than one vehicle needed, note if all pick-up times/locations are the same. If the itineraries are different, fill out separate form for each itinerary. () All itineraries are the same () Itineraries are different; forms are attached.

Payment information

A minimum of \$100 per car is expected at the time of reservation. Cash, credit cards and money orders are all acceptable methods of payment accompanied by this form. The remaining balance plus 20% gratuity is payable to the chauffeur at the time of service. To cancel this agreement, notice must be received a minimum of 5 days prior to the date of service. If proper cancellation is not given, 1/2 the rate will be charged. If the vehicle is in route or at the pick up location at the time of cancellation, you are responsible for full payment.

Best Chicago Limousine is not responsible for lost or stolen items. Passengers are responsible for any damage to vehicles due to their own negligence.

Signature _____ Date _____

() Cash () Money Order () Credit card number _____ Expiration _____

Amount Enclosed \$ _____ Balance Remaining \$ _____

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