

## Wedding Contract

Complete this form and fax to 847-400-0794

Wedding Date(mm/dd/yyyy) \_\_\_\_\_

Number of Hours : \_\_\_\_\_ ( 4 hours min.), from \_\_\_\_\_ ( ) - \_\_\_\_\_ ( )

Number of Limousines: \_\_\_\_\_ Number of passengers: \_\_\_\_\_

Wedding Color: \_\_\_\_\_

Limo type: \_\_\_\_\_

Full Names:

Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone # where either  
bride or groom can be reached on wedding day: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Church Name and Address: \_\_\_\_\_

Reception Hall and Address: \_\_\_\_\_

Use after Reception? \_\_\_\_\_

Other details or informations: \_\_\_\_\_

(Please attach additional sheets for any information you believe necessary to help us serve you best)

\_\_\_\_\_ No of Hours – ( the number of hours you are going to reserve the vehicle for )

\_\_\_\_\_ Base Rate/Per Hour – ( the price for each hour )

\_\_\_\_\_ Subtotal – ( the number of hours multiplied by the base rate )

\_\_\_\_\_ Gratuity 20% - ( the subtotal multiplied by 0.2 )

\_\_\_\_\_ Reservation Total – ( the subtotal plus the gratuity )

\_\_\_\_\_ Less 20% Nonrefundable Deposit to Reserve Vehicle(s) & Date ( the total multiplied by 0.2 )

\_\_\_\_\_ Outstanding Balance Due 7 days prior to the service date/ \*Cash balances only must be paid directly to the  
driver prior to the initial pickup at the day of the service/ - ( the total minus the deposit )

Tel: 773-508-5150 Toll Free: 866-444-4559

Fax: 847-400-0794

All weddings must be guaranteed by credit card and deposit received to confirm reservations. All weddings must be cancelled at least 2 weeks prior to wedding date to avoid the full charge. The balance due will be charged to the credit card below for a reservation not canceled properly. If you want to pay the balance due by check or credit card, it must be received no later than 2 weeks before the scheduled pick up time. Otherwise, the balance must be paid in cash. By providing your credit card and guaranteeing this contract, you acknowledge that you are at least 18 yrs of age and have read and agree to abide by all rules above and on page 2 of this contract.

**To pay deposit by credit card, fill out information below and fax form to 847-400-0794.**

Credit Card Type: Visa MasterCard Discover American Express

Credit Card No: \_\_\_\_\_ Exp Date (mm/yy): \_\_\_\_\_ CVN \_\_\_\_\_

Cardholder's Name (as it appears on the card): \_\_\_\_\_

Billing address \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**FOR REMAINING BALANCES ONLY**

Check here if you would like to use the above credit card information for the remaining balance.

Cash – must be paid directly to the driver prior to the initial pickup at the day of the service.

Check – must be received at our office no later than 7 days prior to the day of the service.

**1. GENERAL TERMS AND CONDITIONS:** **1.1.** CLC agrees to provide the designated vehicle and a driver at the time, date and location specified on the contract. **1.2.** Unless specified on the contract, request for additional hours will be provided only if the vehicle is not scheduled for other work. **1.3.** Number of passengers allowed in the vehicle shall be no more than specified number in contract or limited to the vehicle passenger capacity it is designed to carry. **1.4.** CLC reserves the right to substitute a vehicle of equal or greater value in the event of mechanical difficulties or scheduling reasons. **1.5.** CLC and CLC employees are NOT responsible for any unattended, forgotten, left, lost, damaged or stolen articles in the vehicle at any time. **1.6.** The sale or use of ILLEGAL DRUGS or smoking in the vehicles is strictly forbidden. Also, alcohol possession or consumption by minors is strictly forbidden. There will be no standing out of moon- roofs or hanging out of windows. CLC reserves the right to immediately terminate service without any refund to any party or person(s) who violates these rules. **1.7.** CLC is not responsible for delays caused by weather, traffic conditions, mechanical problems, airlines and/or airport problems, automobile accidents caused by others or acts of God. **1.8.** Customer may not attach or affix anything to the interior or exterior of the vehicle(s) without prior permission from CLC management. **1.9.** Customer accepts full responsibility for vehicle damage or special cleaning, and any loss of income due to negligence or carelessness caused by any member of customer's group, or customer (examples: vehicle damages caused from smoking, burns, vomiting, scratches, broken glassware, stains, wrestling in vehicles, kicking windows/mirrors, and etc...) and authorizes CLC to charge the guaranteeing credit card for the expenses regardless and in addition to any prior understandings and agreements. These charges are necessary due to the high cost of cleaning and the revenue and time lost because the car cannot be used. If the guaranteeing credit card is not able to be charged for any reason, customer agrees to pay for damages within seven days from the event date. Customer agrees to pay for any collection expenses and/or attorney fees and costs associated with CLC' collection efforts. **1.10.** There is a \$15.00 fee per broken and/or missing glassware. **1.11.** FAILURE OF CUSTOMER TO COMPLY WITH THESE RULES AND REGULATIONS WILL RESULT IN TERMINATION OF SERVICE, REQUIRING PAYMENT IN FULL WITH NO EXCEPTIONS

**2. PAYMENTS:** **2.1.** All deposits are NONrefundable. **2.2.** Uncollected cash balances must be paid to the driver before the beginning of the service. **2.3.** All services paid with a credit card require imprint of the card and signature of its owner at the beginning of the service, unless there is a previously signed contract. **2.4.** Personal checks are accepted as a method of payment only if they are received in our office no later than 7 days prior to the beginning of the service.

**I have read and agreed with the terms and conditions and all of the information written in this form. I understand that this form is a legally binding contract and by signing it I agree with all of the above.**

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE (mm/dd/yyyy): \_\_\_\_\_

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Chicago Limousine & Cars