



187 Rt. 9 South ■ Englishtown, NJ 07726
Phone 732.972.3200 ■ Fax 732.972.5570
Web www.ridefirstclass.com

Prom Contract

HIGH SCHOOL : _____

Prom Date: _____ Prom Day _____ Prom Start Time: _____ # of hours _____
Client Name: _____ Phone# _____
Home Address: _____
Billing Address: _____
E-Mail Address: _____
Account # _____ Exp. Date: _____ Security Code: _____
How did you hear about First Class Limousine? _____

Pick-Up Details

1) Name: _____ Time: _____
Address: _____ Phone: _____
2) Name: _____ Time: _____
Address: _____ Phone: _____
3) Name: _____ Time: _____
Address: _____ Phone: _____
Each additional pick-up after the first three is \$40.00 plus 20% Gratuity
4) Name: _____ Time: _____
Address: _____ Phone: _____
5) Name: _____ Time: _____
Address: _____ Phone: _____

Location of Prom: _____
Vehicles Reserved: _____ Rate: _____
Gratuity _____
Extra Charges _____
Overtime Rates: _____ Taxes: _____
Contract Total _____
Overtime will be charged after _____ and is due in Cash
Deposit (non-refundable): _____
All BALANCES ARE DUE IN CASH Balance Due _____
Additional Deposits: _____
Special Instructions: _____

This is a nonrefundable and binding contract between the above mentioned client and First Class Limousine. I understand this contract, its terms and conditions therein. I, the client, affirm that I am eighteen (18) years of age or older and that I have reviewed all the information contained in this contract. The information as listed above is correct. I authorize First Class Limousine to charge the quoted deposit to the credit card I have provided. I am the authorized cardholder of the above credit card. I agree that the final balance will be collected in cash on the date of service at the first pick-up location. By signing below, I acknowledge that I have read and agree with the terms and conditions set forth and the front and back of this contract.

Client Signature: _____ Printed Name _____ Date _____

Minor's Signature: _____ Date: _____

Service Contract Continues on Reverse Side

PROM SERVICE CONTRACT

Payment Policy:

- 1) **Deposits Are Nonrefundable and Nontransferable.**
- 2) **The Balance is due in Cash on the date of service at the first pick-up location.**
- 3) **Overtime is due in cash on the day of service. Payment must be made to the chauffeur prior to going into overtime. Overtime is charged in half hour increments.**

Cancellation Policy: All cancellations must be made in writing and sent to First Class Limousine at 187 Route 9 South, Englishtown, NJ. If cancellation occurs within forty-five (45) days of service, you are responsible for the remaining balance due. Cancellations are made based on the day received in our office, not by the mailing date of the cancellation letter. You authorize First Class Limousine to charge the credit card listed on the front of the contract for the remaining balance.

Modifications Policy: Changes to contract can only be made by the client listed on the front of this contract. Modifications of the contract are limited to destinations, locations, pick-up times, adding or upgrading of vehicles and overtime. All contract changes must be finalized fourteen (14) days prior to scheduled date of service. Alterations and/or additions made by the client without written agreement of First Class Limousine are invalid and unenforceable. Original vehicles booked cannot be downgraded and/or deleted from the contract. The number of hours contracted for the vehicle cannot be reduced.

Travel Time: Be advised that First Class Limousine will charge for travel time back to our facility for any final drop-offs that are more than one and a half (1.5) hours from our office. There is a one hour travel time charge for all drop-offs in Wildwood and Eastern PA.

Delay Policy: In the event that there is a delay in travel caused by an Act of God, severe weather and/or road conditions and/or unforeseen traffic resulting in any of the contracted vehicles arriving late at the first pick-up address, First Class Limousine will modify the drop-off time to account for the amount of time caused by the delay. You agree that this action will be adequate compensation for the delay and there will be no further liability incurred by First Class Limousine. First Class Limousine will make every effort to arrive at the designated pick-up locations on time even in the above situations.

Damage Policy & Fees: Alcoholic Beverages, Narcotics or controlled substances, and/or smoking are prohibited in our vehicles and will result in immediate termination of services. No refund will be made if this occurs and passengers will be responsible for any costs incurred in acquiring alternate transportation. The client hereby agrees to hold the company, its employees and agents harmless from any consequences of such wrongful use by the client and/or client's guests, including the cost to defend against same. Each vehicle is inspected prior, during and after each rental by the chauffeur. Client shall be responsible for any and all damages and harm suffered by the company, its employees, agents or third parties, including, but not limited to the vehicle, in regard to breakage, cleaning, burns, or interior or exterior damage to the extent of the actual cost to repair or replace, with a minimum charge of \$250.00. If the damage to the vehicle is of such extent that it needs to be taken out of normal service, the client will pay us for the revenue reasonably lost at eighty (80%) of our normal hourly rate. A fee of \$10 per glass will be charged for each cracked, broken or missing glass. A clean-up fee of \$100.00 will be charged for excessive trash left in the limousine and excessively spilled liquids. A sanitizing fee of \$250.00 will be charged if anyone of the passengers vomits in or on the limousine. If anyone feels sick, the chauffeur will gladly pull over to allow the person to step out of the vehicle. All large bags (duffels, luggage, backpacks, etc...) will be placed in the trunk of the vehicle while passengers are in transport. Bottled beverages are not allowed in the limousine. The chauffeur has the right to terminate the trip, without refund, if the passengers are putting the vehicle or chauffeur at risk, or is not abiding by the rules of the contract.

General Prom Rental Information:

First Class Limousine, or its assigned agent, is hereby appointed client's attorney-in-fact to sign client's signature for additional charges to client's credit card for overtime, damages, and/or any changes due and not immediately paid by the customer & is authorized and empowered to charge all costs resulting from damages to said credit card.

Client hereby waives any and all claims against First Class Limousine, its employees or agents for loss, injury and all damages to client's person or property from whatever cause, other than willful misconduct or gross negligence. First Class Limousine, its agents, and/or employees shall not be liable for any personal property of the client or their guests which is misplaced, left in the vehicle, or damaged.

All efforts will be made to supply a replacement vehicle in the event of a vehicle breakdown. No refund will be made if a replacement vehicle is sent &/or the client refuses the replacement vehicle. A refund is limited to a pro-rated amount paid by the client for that specific vehicle with not further liability to First Class Limousine if no replacement vehicle is available. In case of emergency, another limousine service may be subcontracted by First Class Limousine to cover the contracted rental. First Class Limousine is not responsible for fulfilling itineraries which indicate a time that the client expects to arrive at certain locations after the initial pick-up time.

The client agrees to all items outlined in the contract. The client agrees to pay all fees, charges, surcharges, overtime and damages. In the event that First Class Limousine needs to employ a collection agency, or an attorney as a result of client refusal to pay his/her obligations, the client agrees to fully reimburse First Class Limousine of all expenses that the company incurs, including, but not limited to, court costs, attorney fees, collection fees and out of pocket expenses. A two (2%) monthly fee will be added to all unpaid balances.

All contracts must be signed by an adult, referred to as the client, and returned to the First Class Limousine Office within seven (7) business days or contract is null and void.

My signature below indicates that I agree to all the terms and conditions listed above.

Client Signature _____ **Date:** _____

Printed Name _____

Minor's Signature _____ **Date:** _____