

# SPECIAL EVENT CONTRACT

Anniversaries, Birthdays, Bachelor &  
Bachelor-ette Parties



[www.islandwidelimo.com](http://www.islandwidelimo.com)

516-351-0203

EVENT DAY \_\_\_\_\_

EVENT DATE \_\_\_\_\_

Number of hours \_\_\_\_\_ Start Time \_\_\_\_\_ (am/pm) End Time \_\_\_\_\_ (am/pm)

Total # of Vehicles / Type \_\_\_\_\_ Number of Passengers \_\_\_\_\_

Full Name for Reservation \_\_\_\_\_

Cell Phone number on event day \_\_\_\_\_

Home / Work Number \_\_\_\_\_ Email \_\_\_\_\_

Initial Pick up address \_\_\_\_\_

Destination Address \_\_\_\_\_

Additional Information \_\_\_\_\_

(Check here \_\_\_ if attaching additional sheets of information or requests)

Rental Rate \$ \_\_\_\_\_ Per Hour @ \_\_\_\_\_ Hours x \_\_\_\_\_ (# of limos/buses) = \$ \_\_\_\_\_

(30% Nonrefundable Cancellation Fee Applies from date booked to 2 weeks prior of tour date) \$ \_\_\_\_\_

Tolls / Parking Fee's / Taxes \$ \_\_\_\_\_

Operating Costs / Fuel Surcharges \$ \_\_\_\_\_

Balance Due in Cash at the **Start of the Event** on the Event Date \$ \_\_\_\_\_

(Additional Hourly Rental Rate Over-Time) \$ \_\_\_\_\_

**(Breakdown listed in parentheses is not included in your overall price - they are just for your information.)**

**ALL SPECIAL EVENTS MUST BE GUARANTEED BY A CREDIT CARD, EVEN IF THE  
DEPOSIT IS BEING PAID BY CHECK OR CASH**

1. We must receive your full completed contract before a vehicle is considered reserved.
2. Cancellations must be received no later than 2 weeks prior to the schedule pick up time to avoid balance due.  
The balance due will be applied to the credit card below for a reservation not cancelled properly.
3. If you want to pay the balance due by check or credit card, it must be received no later than 2 weeks prior to scheduled pick up date. Otherwise, the entire total must be paid in cash upon arrival.
4. Any additional hours over the amount of time (anytime over 12 Minutes is considered an hour overtime) specified on this Contract will automatically be charged to the credit card provided to us at reservation unless otherwise discussed in advanced.

Payment Method: Cash Check Debit Visa / MasterCard / Discover

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. \_\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_ **Authorizing Signature** \_\_\_\_\_

Billing Address for card: \_\_\_\_\_

**Renter's Name (Print)** \_\_\_\_\_ I agree to the following: aforementioned non-refundable deposit, \$250.00 minimum cleaning/vomiting charge if caused by myself or a member of my party, \$400 minimum damage charge if significant damage is caused by me or a member of my party. No one under the age of 21 may consume alcohol in the limousine. No smoking, fighting, firearms, or illegal drug use inside the limousine. Driver may terminate ride at any time driver feels necessary. Island Wide Limousine is solely a luxury transportation company. We are not responsible for missing, lost, damaged, or stolen personal belongings. I will be held liable for any damage caused by myself or anyone in my party inside or outside of the limousine. Island Wide Limousine is not liable for any traffic delays or time lost due to traffic, accident, construction, or any other traffic disturbance. Limousine may not be able to be reserved beyond reserved time depending on scheduling. By signing below / signing the credit authorization form, signer agrees to pay for all money due to Island Wide Limousine and allow for all additional charges to be put on a credit card. Island Wide Limo reserves the right to switch vehicles due to safety, mechanical or DOT regulations. I have read the terms and conditions of this contract. I fully understand and accept these terms and responsibility.

Signature \_\_\_\_\_

Date \_\_\_\_\_