

# NYC Luxury Limousine

## PROM CONTRACT

NYC Luxury Limousine provides professional drivers, qualified by the Department of Transportation and the New York Limousine Commission to ensure maximum safety for the passengers and vehicles on prom nights. It is important to understand that the following terms and conditions have been established to provide a safe, secure, and enjoyable experience.

### TERMS AND CONDITIONS

1. **Deposit:** A 35% deposit is due at the time of reservation. All deposits are non-refundable. Client's Initials: \_\_\_\_\_
2. **Payment in Full:** The remaining balance is due 30 days prior to the scheduled date of service. If payment of the balance is not received within this time frame then the deposit will be forfeited and the reservation canceled.
3. **Methods of Payment:** We accept Cash, Checks, Money Orders, and Credit Cards. If payments are made by credit card, the card holder must provide the credit card at the first pick-up address for an imprint and signature.
4. Without limitation, if the client violates NJSA 2C:21-5, *et seq.* (Bad Checks) or NJSA 2C:21-8, *et seq.* (Credit Cards), and if for any reason the client violates this agreement or fails to pay any balance, NYC Luxury Limousine has the right to take appropriate legal action.
5. **Cancellations:** Cancellations must be made in writing 45 days prior to the scheduled date of service. After such time the client is subject to be charged in full. Cancellations are only valid if written and signed by the contract holder. Cancellations must be faxed to (866) 935-6917 and the receipt of fax must be confirmed by phone.
6. **Routing Itinerary:** Reservations are priced on the itinerary provided at the time of reservation. Additional stops or changes to itinerary addresses are subject to mileage, fuel, parking, and toll charges. All itinerary must be received at least 15 days prior to the scheduled date of service. No itinerary changes will be permitted after such time. If additional time is incurred on the date of service, hourly overtime rates will apply.  
Please be advised that DOT Vehicles and Limousines must adhere to specific routes. NYC Luxury Limousine is not responsible for any time delays due to traffic, weather, construction, or other outside forces. Transportation safety is of our utmost importance.
7. **No Alcohol, Smoking, or Illegal Drugs will be Tolerated:** These substances will not be allowed in any part of the vehicle. Chauffeurs will terminate service immediately and contact the local or state police authorities if illegal substances or alcohol are found in the possession of the passengers or illegal activities occur within the vehicle. In the event that service is terminated no refunds or credits will be issued.
8. **Acceptable Behavior:** In order to ensure the safety of the passengers and to allow the chauffeur to concentrate on the safe operation of the vehicle there can be no rowdy, dangerous, or destructive behavior during the course of the service. NYC Luxury Limousine will not be responsible for injuries incurred to the passengers due to unacceptable behavior while the vehicle is in motion or at a stand still. Additionally, no sexual misconduct will be tolerated.  
The contract signer is liable for any damage incurred to the interior or exterior of the vehicle by the passengers during the time of service. A minimum fee of \$250.00 will be charged if excessive cleaning is required.
9. **Vehicle Hired:** The undersigned agrees that in the event the rented vehicle suffers or sustains a mechanical problem so as to render it inoperable that NYC Luxury Limousine reserves the right to provide a similar vehicle of kind and quality and that such replacement vehicle will satisfy NYC Luxury Limousine's responsibility under this reservation. If the vehicle leased or rented suffers from a minor mechanical problem through no fault of NYC Luxury Limousine's, it will be totally in our company's discretion whether or not to provide a replacement vehicle.

To guarantee the reservation the client must complete this form and fax it to our office at (866) 935-6917. Thank you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Prom Date: \_\_\_\_\_

# NYC Luxury Limousine

## AUTHORIZATION TO DEBIT CREDIT CARD

I, \_\_\_\_\_, hereby authorize NYC Luxury Limousine to debit my below credit card and agree to the terms and conditions of the limousine and or bus rental. I understand that execution of this authorization constitutes such approval. I assume full responsibility for any and all non-payments.

All rates are subject to a 20% service fee, 8% fuel surcharge, and tolls, parking, and tax (where applicable). Additional time begins 15 minutes after the scheduled drop-off date and time. If additional time is incurred hourly overtime rates plus a 20% service fee; 8% fuel surcharge; and tolls, parking, and tax (where applicable) will apply. The client is liable for any damage incurred 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 rented vehicle suffers or sustains a mechanical problem so as to render it inoperable we reserve the right to provide a similar vehicle of kind and quality and such replacement vehicle will satisfy NYC Luxury Limousine's responsibility under this reservation. If the vehicle leased or rented suffers from a minor mechanical problem, through no fault of NYC Luxury Limousine's, it will be totally in our company's discretion 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. Cancellations must be made at least 45 days prior to the scheduled date of service. After such time the client is subject to be charged in full. All deposits are non-refundable. Client's Initials: \_\_\_\_\_

Date of Service: \_\_\_\_\_ PROM WEDDING OTHER: \_\_\_\_\_

Card Type: Visa MC Discover  
(please circle one/ specify other)

Card Number: \_\_\_\_\_ Exp. \_\_\_\_\_ CVV2: \_\_\_\_\_  
(3 or 4 digit Security Code)

Full Name: \_\_\_\_\_ E-mail \_\_\_\_\_  
(as it appears on the credit card)

Billing Address for the Card: \_\_\_\_\_  
Street Address/ P.O. Box

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

Phone #: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home/Work Cell

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Without limitation, if the client violates NJSA 2C:21-5, *et seq.* (Bad Checks) or NJSA 2C:21-8, *et seq.* (Credit Cards), and if for any reason the client violates this agreement or fails to pay any balance NYC Luxury Limousine will have the right to take appropriate legal action.

Please return your completed form with a photo copy of the front and back of your credit card and a photo copy of your driver's license or other valid photo ID.

**Please fax all requested documents to (866) 935-6917.**

Reservations are not guaranteed until this form has been completed and received by our office.