

Prom **DESIGNER LIMOUSINES PROM CONTRACT (800)540-DESIGNER**

Date: _____ Day: _____ Referred by: _____

Students Information:

Students Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Cross Street: _____
 Phone(_____) _____
 Alt. Phone(_____) _____
 Email: _____ @ _____
 Drivers License # _____ State _____

Prom Information:

Location: _____ Max D/O Time _____
 Address _____
 City _____ State _____ Zip _____
 Phone #: (_____) _____ After Prom Location: _____

School Information:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Pickup Information:

P/U Time: _____
 Pick-Up Address _____
 City _____ State _____ Zip _____
 Cross Street _____
 Phone(_____) _____
 Alt. Phone(_____) _____

Emergency Contact Information:

Name: _____ Relationship: _____
 Address _____
 City: _____ State: _____ Zip: _____
 Phone(_____) _____
 Alt. Phone(_____) _____

Please account for timing in advance, to avoid premium overtime rates on your Prom Night. NO Prom date is guaranteed until deposit and signed contract is received, by a Designer Limousines Representative!!! Ice, Water, and Soda is provided in all limousines. All changes to the original contract must be made at least 60 days prior to the prom date stated on the contract!

Sub-Total \$ _____
 Sales Tax \$ _____
 Attendants (buses only) \$ Will Notify
 Service Fee \$ _____
 Grand Total \$ _____
 1st Deposit \$ _____
 Balance \$ _____
 Fuel** / Travel Time \$ To Be Determined
 2nd Deposit \$ _____
 Balance \$ _____

Balance Due In CASH (15 days prior to service), CERTIFIED CHECK OR MONEY ORDER ONLY (day of Service), ABSOLUTELY NO EXCEPTIONS!!

**** Fuel Surcharges**
 6% Fuel Surcharge if fuel prices go above \$2.00/gal
 8% Fuel Surcharge if fuel prices go above \$2.50/gal
 10% Fuel Surcharge if fuel prices go above \$2.75/gal
 12% Fuel Surcharge if fuel prices go above \$3.50/gal
 15% Fuel Surcharge if fuel prices go above \$4.50/gal

Init: _____

A minimum overtime rate of \$225 + 20% gratuity per hour will be applied on all standard limos, up to 8 passengers on the day of service. A minimum overtime rate of \$300 + 20% gratuity will be applied on all 12-14 passenger limousines, as well as all Antique vehicles and a minimum overtime rate of \$450 + 20% gratuity will be applied on all SUV Trucks, A minimum overtime rate of \$550 + 20% gratuity will be applied on all buses (up to 50 pax) and any type of custom made limousines. A minimum overtime rate of \$1000 + 20% gratuity will be applied on the Mega Liner Double Decker (plus \$50 / hour for staff). There are absolutely NO exceptions unless overtime is booked 2 months prior to the prom date. All overtime is by the hour only and all overtime must be paid in cash ONLY on the day of service, unless the credit card below is valid. There are absolutely NO exceptions on the day of service!!!

Limousines Contracted

Color / Type	Tax Rate	Tax Amt	# of Cars	# of Pass.	Hours Booked

The customer agrees that in the event the contracted vehicle is rendered inoperable, Designer Limousines, at its discretion, will provide a similar vehicle and such vehicle will satisfy Designer Limousines contractual agreement. If cancellation is made, there will be no refund of deposit. **If cancellation is not made 60 days prior to event, the client will be responsible for the full balance of the contract.** Designer Limousines is not responsible for any personal belongings left in the vehicles. The client is liable for returning the vehicles in the condition they received them in.

Prepared By: _____ Date: _____

Customer Signature: _____
 I am 18 years of age (Valid Drivers License of Student Signing Contract is Required to Sign This Contract)

Most people renting a limousine for their prom frequently do not realize the responsibility of the driver not only for their safety, but for the value of the vehicle. In order to provide a pleasant and secure experience, the following guidelines are setup for your protection! Please read the following and sign below as your acknowledgement to our rules and regulations.

- Deposits are non-refundable. If cancellation is made prior to the date of the prom, there will be no refund of any deposit put down on the contract. If cancellation is not made at least 60 days prior to the date the vehicle is contracted for on all regular size limo (up to 14 passengers), and at least 90 days prior to the date the vehicle is contracted for on SUV's and Buses, the individual who signs the contract will be liable for the entire balance of the contract in full. Cancellations over the phone are not valid. Designer Limousines must receive all cancellations in writing only, at least 60 days prior to the date of service. All cancellations are valid only if cancelled by the person who's name appears on the contract.
- Change of Vehicle Requests are only accepted if Designer Limousines receives it in writing. If you decide to downsize your vehicle booked on this contract, Designer Limousines must receive your request in writing, and we will have to sell your current vehicle prior to downsizing. If Designer Limousines is unable to sell your contract vehicle, you will still be responsible for the full amount of the contract. This request can only be completed by the party who is authorized on this contract (parent or student 18 years of age or older).
- Absolutely no alcoholic beverages or illegal drugs are to be stored or consumed in the passenger cabin or trunks of the vehicles. All of our vehicles are non-smoking vehicles. There is absolutely no smoking in any vehicles hired from Designer Limousines. There will be no exceptions extended to anyone. **If there is any alcohol or illegal substances found in the vehicle at anytime or smoking, this contract will be void, and the prom will be terminated immediately and there will be no refund of monies.**
- Designer Limousines does not manufacture any of our limousines that we rent out to the public. The customers renting the vehicles are responsible for viewing the vehicles before contracting them. As the renter, you know the size of the people who will be in the vehicle. The number of passengers that will fit in a vehicle will depend on the actual size of the people traveling in them. We currently have 8-10 passenger, 12-14 passenger, 16-20 passenger SUV's, 20-80 passenger limo buses. The lower number of people is what Designer Limousines suggests for your comfort. Under no circumstances will you be allowed to put more people in the vehicle than is allowed by law. Please keep in mind that the driver is considered a passenger as well.
- Any and all damages that may occur in the passenger cabin of the limousine will be the sole responsibility of the person who hired the limousine and whom signs this agreement. There will also be an additional minimum charge of \$500 on all vehicles, for cleaning the cabin of the vehicle, if a student becomes sick (vomits) in the cabin of the limousine. Final rate will be determined once all cleaning is completed, and you will be billed accordingly.
- Acceptable behavior is expected of all, in the passenger cabin of the vehicle. This allows the driver to concentrate on the operation of the vehicle. Standing up through the emergency hatch, hanging out of the windows, opening of the doors while the vehicle is in motion and throwing trash out of the windows of the limo is strictly prohibited.
- We allow a discretionary amount of mileage on prom night. This means you may either go into NYC after your prom or stay in the local area (Nassau County & Western Suffolk County). The limousines can not drive around aimlessly. Alternate destinations must be made available 2 weeks prior to the prom date, in case other vendors are closed. We are not responsible for clubs, cruises & shows that are open for after prom parties if they are booked solid or are closed. This is why you need to choose an alternate destination. If you would like to go to the Hamptons, New Jersey, or the Poconos, there will be an additional charge marked in the travel time section of the contract. This charge is separate and is not included in the total amount of the contract. If you want to do both NYC and the Hamptons, NJ or the Poconos, you will be charged separately and accordingly. All tolls are additional to the total amount of the contract as well. Sorry, there are NO exceptions. Designer Limousines does not charge the clients for tolls. The states of NY, NJ and PA charge the tolls. Please be aware that some after prom destinations are prohibited by law, such as public parks and beaches.
- The balance is due in cash 15 days prior to date of service or on the day of service in certified bank check or money order only. Absolutely no personal checks or credit cards will be accepted on the date of service. If you still decide to pay by cash, the vehicle will have to be diverted to the office to drop off all cash payments prior to dropping off at your prom location. If you wish to pay by personal check, it must be received by this office at least 30 days prior to the date of service. Credit cards are not accepted as final payment at all. They may be accepted as deposit only. There will be no exception for anyone on the date of service! **A credit card authorization will be required on all buses on day of service (for damage security), depending on the size of the bus, from \$2000-\$5000.**
- DIRECTIONAL AGREEMENT:** On the day of your prom, your chauffeur will use maps, GPS navigation systems (where available) and listen to local traffic and weather reports and make an educated decision as to which route to take to get to your prom location and after prom destination, in the timeliest fashion. If there is a specific route that you would like your chauffeur to follow, please write/type it up on a separate piece of paper and send it to our office no later than two weeks prior to the prom date, otherwise the chauffeur will use their best judgment on the day of your prom. Please be aware, the more pickup and drop-off locations needed, the less time you will be in the limousine contracted. If you do require us to make several pickup and drop-offs, you must supply the office with a complete list of addresses no later than 2 weeks prior to your prom date. Designer Limousine will prepare the best possible route for all of the pickup and drop-off locations, in order to optimize your time inside the vehicle, and allow for the best possible route for the vehicle contracted. Please be aware that DOT vehicles will be required to take specific routes. Please allow additional travel time when booking DOT vehicles.
- OVERTIME AGREEMENT:** Designer Limousines is not responsible for traffic of any kind, whether it is due to accidents, weather or simply high volume of vehicles on the road. If you get stuck in traffic, the clock is still ticking and it is through no fault of Designer Limousines. The time begins at the scheduled pickup time on each vehicle. Road closures, accidents, gridlock or weather are not the fault of Designer Limousines. There is a ten hour minimum on all vehicles on your prom day. Keep in mind that Designer Limousines wants everything to go as smoothly as possible and for you to stay within your contracted time on your prom day. There will be a 15 minute grace period on your prom day. All vehicles are tracked via GPS location software. There will be no exceptions to the overtime rates at all.
- Complimentary Hours: If your contract has complimentary hours included (11th and 12th hours), there will be an additional driver fee added to the balance due. All limos will have a minimum driver fee of \$25 / hour, all SUV's will have a minimum drivers fee of \$40 / hour, and all buses will have a minimum drivers fee of \$50 / hour for the 11th and 12th hours (fee for attendants for the complimentary hours will be \$25 / hour / attendant).
- Under no circumstances will you be allowed to split up your prom group. If a portion of the occupants are not going to an after prom location, they will be dropped off at their original pickup location prior to continuing to the after prom location. Once they are dropped off the limousine will proceed as scheduled. Use of the limousines is reserved for the prom students only. Under no circumstances can the limousines be used by other family members while the students are in their prom. Designer Limousines must be notified 2 weeks prior to the prom date of anyone not wishing to remain with the limousine.

SIGNATURE

DATE

**Corporate Office: Designer Limousines, 16 Davis Avenue, Port Washington, NY 11050
 516.944.5588 - www.designerlimo.com - info@designerlimo.com**

Special Instructions:

Overtime/Damages Charges

CC# _____ Exp. _____
 MasterCard VISA American Express Discover
 Name _____ ID # _____
 Card) _____ (From Credit
 Billing Address _____
 City _____ State _____ Zip _____
 SIGNATURE: _____