

ON THE TOWN LIMOUSINES, INC.

◆ MOUNT AIRY, MARYLAND AND FREDERICK, MARYLAND ◆

TERMS AND CONDITIONS AGREEMENT**CLIENT NAME****Contract Date:****Contract Price:****Balance:****Vehicle/s:****Non-Refundable Deposit:****Due:****Received:****Paid by:****Deposit:**

All deposits are **Non – Refundable** and shall be deemed a reservation fee for services requested. Deposits and reservations will be handled on a first come first serve basis. If On the Town Limousines, Inc. has received a deposit for the vehicle you requested prior to receiving your deposit; you have the option of choosing another vehicle, if available, or receiving a full refund of said deposit

Checks:

The customer must pay checks that are returned by the bank unpaid within five days of notification by, On the Town Limousines, Inc. There will also be a \$35.00 service fee due at that time. No personal checks accepted night of service, without valid credit card on file at the On The Town Limousines, Inc. office.

Cancellation/ Change Policy:

A minimum of Thirty-calendar days' notice, in writing, to On the Town Limousines, Inc. personnel shall be necessary in order to cancel a reservation without the balance of the contracted amount due. Cancellations 14-30 days prior to date of service will result in a charge of 50% of the full contracted amount. Cancellations less than 14 days prior to date of service will result in the full contracted amount being charged. The credit card on file will be charged the balance immediately. This cancellation policy is based on the inability to reschedule the previously reserved vehicle with such short notification. The credit card number on file guarantees and secures the entire contracted amount. Any/all deposits are considered non-refundable.

Any **CHANGES** made to this contract 14 days or less to the date of the event may be subject to a \$25.00 per change fee.

Limitation of Rights and Damages:

On the Town Limousines, Inc. reserves the right to substitute a vehicle(s) in the event of unavailability of a specially requested vehicle(s). In the event of mechanical failure, scheduling and engagement errors, accidental damage or injury, adverse weather or travel conditions, or acts of God which prohibit or delay service. On the Town Limousines, Inc. shall make reasonable efforts to advise the customer as soon as possible. However if service is delayed, provided, and/or cancelled by reason of the foregoing, customer agrees that the only damage recoverable from On the Town Limousines, Inc., shall be a refund of all monies paid by customer for that particular scheduled occasion, and in no event shall On the Town Limousines, Inc. be liable for any consequences or any other damages whatsoever.

NO SMOKING is allowed in any/all of On the Town Limousines, Inc. vehicles. **If customer attempts to smoke there will be a \$250.00 fee for deodorizing vehicle. If any passenger vomits in/on the car there will be a minimum \$500 fee for cleaning and deodorizing the vehicle. The use of illegal drugs and the drinking of minors are prohibited and will not be tolerated. NO EXCEPTIONS!!!!!!!!!!!!!!**

Littering, hanging out of sunroof, windows and any and all other inappropriate behavior is prohibited and will not be tolerated. Any traffic violations committed by the customer will be paid by the customer. Any damages to On the Town Limousines, Inc. vehicles caused by a customer will be paid by the customer. The spilling of drinks, cigarette burn (s), breaking/missing glasses (\$20.00 each glass), lost remotes, getting sick and/or any other damages caused by the customer to the vehicle will be cleaned and/or repaired (whichever is required) by On the Town Limousines, Inc., and/or contracted personnel to execute repairs. The fees for these services will be billed to customer's credit card on file or forwarded to customer and must be paid in full within seven days. All vehicles are equipped with seatbelts and usage is recommended; any passenger movement is at their own risk. On The Town Limousines, Inc. assumes no responsibility for injuries or damages received by passengers while in vehicle, parked or moving. On the Town Limousines, Inc. will not be responsible for any items left in vehicles by customer. Failure to comply with entire "Terms and Conditions Agreement" will result in the limousine ride being terminated immediately by assigned driver and customer will be charged in full for the originally contracted reserved times (plus any over time if applicable).

Overtime charges and/or additional charges:

Overtime charges are billed in minimum, half-hour increments, with a pre-determined amount, above the contracted time. Routes taken by driver, unless directed by client, are at the discretion of the driver using GPS navigation. Any overtime charges resulting due to routes taken, weather, traffic incidents/congestions are the financial responsibility of the client and will be charged accordingly. Effective October 1, 2013 - any services conducted in Baltimore City, point-to-point, drop off or pick up will be subject to a PER PASSENGER tax. This tax will be added onto the cost of the trip after services have been concluded and charged to credit card on file unless previous arrangements have been made.

Additional Time will be charged for any part of the first thirty minutes, and in thirty minute increments thereafter at the following rates:

Due to prior bookings on these vehicles no additional time is possible.

Complete Agreement:

The within Terms and Conditions Agreement constitute the full and complete agreement between parties. Shall failure to comply with any/all terms result in a court dispute, customer will pay On the Town Limousines, Inc. for any and all court costs and attorney fees incurred by On the Town Limousines, Inc. through this action.

Please sign Terms and Conditions Agreement as outlined within and forward your deposit if you haven't already done so. Terms and Conditions Agreement can be faxed, emailed or mailed to our office (time permitting). There are no reservations made without a **Non-Refundable** deposit or a credit card guaranteeing reservation.

Please feel free to contact our office should you have any questions, and thank you for choosing On the Town Limousines, Inc.

Customer Authorization_____
Date_____
Printed Name