

StarGazer Limousine Service, LLC

W3255 County Road MM

Elkhart Lake, WI 53020

(920) 475-3728 Lakeshore/Fox Valley/SE Wisconsin (715) 892-2760 Minocqua area

Fax; (920) 565-5777

Policies

Referred By: _____

Most people renting a limousine for their event 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 in place for your protection:

1. Deposits to hold a requested date of service are **non-refundable**. If a cancellation of a contract is requested within 30 days of the date of the event, the individual who signs the contract will be liable for the entire balance of the contract in full.
2. All of our vehicles are non-smoking vehicles. There is absolutely **no smoking** in any vehicles hired from StarGazer Limousine Service. There will be **no** exceptions extended to anyone. If any evidence of smoking materials or smoking activity is found inside the cabin of our vehicles, the person named in the contract will be charged an additional \$200 for deodorizing and a cleaning fee and an additional fee based on any damages to the vehicle.
3. StarGazer Limousine Service does not manufacture any of the limousines we rent to the public. 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. Any additional unannounced passengers added at the time of service that would put the vehicle over capacity will not be allowed. Additional time to transport added passengers will be charged extra. (Capacity limits must be adhered to due to potential damage to the vehicle).
4. 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 who signs this agreement. There will also be an additional charge of \$250.00 for cleaning the cabin of the vehicle, if a person becomes sick (vomits) or other bodily fluids are present and if excessive cleaning is needed from spilled beverages and/or food in the cabin of the limousine. (No Feet are allowed on the bar area).
5. 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 moon-roof, hanging out of the windows, opening the doors while the vehicle is in motion, attempting to gain entrance to the driver's cabin and throwing trash out of the a window of the limo or illegal activity is **prohibited! (Fines can be issued if observed by police officials and termination of service based on out-of-control behavior is possible.)**
6. All tolls (highway and parking) are an additional cost to the person who signs the contract and are in addition to the total amount of the contract. Sorry, there are **no exceptions**. If you go over the allowed time your contract was originally scheduled for, there will be an additional charge of \$95for limousines and \$145 for party coach & Limo Bus per hour. StarGazer limousine service reserves the right to cancel any service due to extreme and or dangerous weather conditions. Flight cancelations do not guarantee service or refunds due to contracted dates and possible conflicting reservations. There may be other scheduled appointments waiting for the Limousine service. The person named on the contract will still be held responsible for payment of the contracted amount even if a flight is cancelled and a rescheduled service date is not available. Exceptions to this include: traffic, illness, and vehicle breakdowns. If weather becomes too severe to drive to a destination safely and StarGazer Limousine Service feels that it is in the best interest of all passengers and the driver to not be on the roads during severe weather the remaining balance of the contract (minus any deposits or already provided service time) will be refunded if service cannot be provided.
7. All contract balances are due in cash, certified bank check or money order, or local personal checks or credit card (Visa or Master card, and Discover) at the first pick up address. There will be no exceptions for anyone on the day of service. There will be a \$50 service charge for checks written with insufficient funds.

It is the wish of the management of StarGazer Limousine Service that you have a wonderful and memorable time the day of your event. Your chauffer is a professional, who will assist you with any and all questions you might have. You will be treated with the utmost respect, as we expect you to treat your chauffeur the same. Your chauffer is directed by this management to terminate service immediately, without refund, if there is use of illegal drugs, or horseplay in the limousine.

Limo Info: Client Information:

(Circle one)

Type of Limo: **8 passenger black limo** **31 passenger Party coach**
14-16 passenger limousine **16 passenger limo bus** **Navigator**

of Passengers _____ Type of Event: _____
(Depending on size of individuals, this may affect the maximum capacity.)

Event Date: _____ Day: _____

Hourly Rate: \$ _____ (call for pricing)

Hours Booked: _____ Travel Time Charged: \$ _____ Tax: \$ _____

Overtime Rate: \$95(Limousine) \$145 (Party coach & Limo Bus) per hour

Misc. Charges: \$ _____ (Gratuuity 20% can be paid directly to driver – cash preferred)

Clients Name: _____

Address: _____

City: _____ State: WI ZIP: _____

Phone () _____ CELL() _____

E-mail Address _____

1st P/U Name: _____

Address: _____

City State, Zip: _____

Pick Up Time: _____ Alternate phone: () _____

Drop Off time: _____

Please submit a separate sheet with any additional stops to our office in advance of the event. (Such as picture location, drop off points, sightseeing area, etc....)

For weddings only, please provide:

Brides Name: _____ Phone: _____

Grooms Name: _____

Address: _____

City: _____ State: _____ Zip: _____

For additional stops, please give correct addresses: (if not available, please provide directions)

Special instructions:

TOTAL: \$ _____

1st Deposit: \$ 0.00 _____ Balance: \$ _____

Type of payment: Credit card, check, or cash (circle one)

I certify that I am 18 Years of Age

Print name _____

Signature _____

No date is guaranteed until deposit of \$200 and signed contract are mailed and received by this office!

The undersigned agrees that in the event that the rented vehicle suffers or sustains a mechanical problem that makes it inoperable, StarGazer Limousine Service at its discretion may return all funds. If the vehicle suffers from a minor mechanical problem through no fault of StarGazer Limousine Service, it will be totally within the discretion of StarGazer Limousine Service whether or not to service the event.

By signing this legally binding contract, the undersigned will be liable for full payment of this contract and any damages incurred, and any legal fees, if necessary.

Upon signing this agreement, the undersigned agrees that any balance due upon the time of service can be charged to a credit card (if provided in advance) unless another form of payment (such as check, cash, etc.) is provided to StarGazer.

Prepared By: Richard Linzmeier (Owner)

_____ **Date:** _____

Customer's Signature: _____

Print name: _____

Date Signed: _____

Any additional changes after contract is signed may affect original price.

Revised: September 24, 2011