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 info@viplimousineinc.com

**Pick-up Date:** 06/27/2026 - Sat  
**Pick-up Time:** 02:00 PM  
**Drop-off Time:** 08:00 PM  
**Reservation#** 21104 Wedding

**Bill To:**  
 John Smith

**Primary Passenger:**  
 John Smith

Booked On: 01/22/2026 02:25 PM  
 Arr. By: Not Specified  
 PO/Client #:

# of Pax	Vehicle Type	Car(s)	Driver(s)
12	Party Bus (BUS 34PAX)	(Freightli... (California Bus 34) (99999)	Unassigned

#### Passenger & Routing Information

**Passenger:** John Smith

PU: -- : A.C. Buehler Library, Elmhurst University, 190 S Prospect Ave., Elmhurst, IL 60126

ST: -- : Bordel | Cabaret & Cocktail Bar, 1721 W Division St., Chicago, IL 60622

ST: -- : Ambassador Chicago, 1301 N State Pkwy, Chicago, IL

DO: -- : Ashyana Banquets, 1620 75th St, Downers Grove, IL 60516

Pmt Type	Status
Not Specified	Unpaid

Charges & Fees	
Per Hour 6 x 275.00	1650.00
<b>Total Due (USD):</b>	1650.00
Payments/Deposits (USD):	0.00
<b>Total Outstanding (USD):</b>	1650.00

#### Notes/Comments

**Trip Notes:** 6 Hours Wedding Package. Decorations in White. Payment of \$ is required at the initial pick-up location before the service starts. The payment methods accepted include cash or card. If a customer wishes to use a credit card, there must be one on file ending in \*\*\*. In this scenario, a 5% processing fee will be applied, and the Billing Contact must be present at the pick-up location with both ID and card available. \*\*Driver gratuity is not included\*\*

#### Special Requests:

#### Reservation Agreement

##### CONTRACT TERMS:

This is a legally binding contract between the company, VIP Limousine, Inc. and the individual listed on the contract. The contract and card holder is responsible for themselves as well as guests. VIP Limousine, Inc. does not tolerate any underage drinking (all guests must be 21 in order to have any alcohol on the vehicle), possession of illegal weapons, possession of illegal drugs, and horse play or physical altercations. Enter at your own risk. VIP Limousine, Inc. will not be held responsible / liable if any guest gets injured from various causes. For instance, if the bus is in motion and all guests are not seated, or if you are under the influence of any substance. The driver can terminate the run at their discretion if any of these policies or terms are not followed or if at any point the driver him/herself feels threatened, physically or verbally assaulted or disrespected. Unruly persons will be dropped off at the sole discretion of the driver without refund.

**AT THE CHAUFFEUR'S DISCRETION, THE CONTRACT HOLDER AGREES TO BE FULLY LIABLE FOR ALL CHARGES THAT MAY OCCUR (IE. OVERTIME FEES, ADDITIONAL STOPS, DAMAGES, ETC.). VIP LIMOUSINE, INC. RESERVES THE RIGHT TO CHARGE THE CARD ON FILE FOR ANY DAMAGES THAT MAY OCCUR TO THE VEHICLE THAT IS THE FAULT OF THE CARD HOLDER** is responsible for any and all replacement costs, collection fees, legal fees, or any other court costs. **OR ANY OF THEIR GUESTS OR PASSENGERS.** If any property of VIP LIMOUSINE, INC. is damaged or stolen during rental by guests of your party, signor will be held liable. Driver tip is not included in any of the reservations.

If any damage should occur in regards to the interior or exterior of our vehicle during the run, the cardholder authorizes VIP Limousine, Inc. to debit the amount from the credit card they provide on the contract. The card on file may also be charged for any overtime that occurs or unpaid balances.

Damage may include but is not limited to:

1. Sanitation Fee (vomit, excessive spills, slop, urination, etc.) - \$300 minimum. In addition, if ANY passenger at any time urinates inside a limousine or party bus, that is grounds for immediate termination of run without refund.
2. NO Smoking and/or vaping in any of our vehicles- \$300 per incident NO EXCEPTIONS.
3. Broken Glasses - \$20
4. Missing (stolen) Glasses - \$60
5. \$2000.00 - Opening a Car Door into another Vehicle or Stationary Object (DO NOT open the doors, chauffeur will always open for you).
6. Damage to AV Equipment - \$500 Minimum Fee
7. Damage to upholstery or seats (burns, rips, gum, etc.) - \$500 minimum

8. It is Illegal to stand through the sunroof or throw anything out thru sunroof and windows. If a passenger opens an emergency hatch/or exit in any case other than an emergency, the cardholder will be charged a fee of \$500.
9. Tolls and parking fees are not included in the rental rate. (with the exception of weddings, cotillions and proms. Tolls are included.)
10. Overtime charges for transfer services will apply after a ten (10) minute grace period beyond the scheduled pickup time and will be assessed in per-minute increments. For charter services (hourly reservations), overtime charges will apply after a ten (10) minute grace period beyond the scheduled drop-off time. Overtime for charter services is billed in hourly increments, with each additional hour prorated accordingly. Overtime charges are calculated at the standard applicable rate and are not based on any prior discounted or promotional pricing offered for pre-booked services.
- It is strictly prohibited for customers to attempt to negotiate directly with the driver or to offer cash, gratuities, favors, or any other form of compensation in an effort to avoid overtime charges or additional fees. All pricing adjustments and billing matters must be authorized exclusively by company management. All vehicles are equipped with GPS tracking systems that accurately record trip duration and service time. Unless otherwise expressly approved in advance by the office, overtime charges will be assessed based on the recorded service time and billed accordingly. Any cash payments, gratuities, favors, or other compensation voluntarily provided to the driver outside of the official billing process do not replace, offset, or reduce applicable overtime charges and will not be refunded or credited under any circumstances.
11. No eating inside of the vehicles.
12. Any beverages provided as a courtesy must remain inside the vehicle at all times. Beverages may not be removed from the vehicle for any reason. If any beverages are taken from the vehicle, the card on file will be charged for the full replacement cost.
13. No shoes on limousine or party bus seats or standing on any vehicle seats.
14. While the bus is in motion, please stay seated. To avoid injury while standing, hold safety rail located on ceiling of bus.

\*\*All carry-on bags and passengers are subject to search by VIP Limousine, Inc. staff.\*\*

***Our chauffeurs reserve the right, at any point during the run, to terminate the run if noncompliance of any of our terms occurs.***

VIP Limousine, Inc. reserved the right to pre-authorize the credit card provided on file for any balances due before the pick up date. If pre-authorization is attempted, and the pre-authorization declines, VIP Limousine, Inc. reserves the right to cancel the reservation, and no deposit shall be refunded.

All deposits are NON refundable. In addition, if the contract is not canceled within the time allotted by VIP Limousine, Inc., the contract holder is still responsible for the entire amount contracted. For a wedding, cotillion, Prom, new years or any holiday a contract must be canceled 31 days before the run. For any Charter, the contract must be canceled 14 days before the run. For any pickup and drop-off or other fun, the contract must be canceled 7 days before the run. Any cancellation beyond the allowed time for cancellation of the trip is non-refundable and will result in FULL CHARGE of credit or debit card on file for the original reservation amount. This applies to any vehicle downgrades as well. If a vehicle downgrade or a reduction in reserved service hours is requested or applied after the permitted cancellation window, no refund or discount will be issued for any difference in rates. Such changes are treated as a cancellation of the originally reserved vehicle or service and are subject to the applicable cancellation policy.

***If card on file declines, the card holder has 48 hours as of the scheduled pick up time to pay any unpaid balances (ie. original contracted balance, overtime fees, damages, etc.). Accounts not paid within terms are subject to a 5% daily finance charge. Charges accrue daily based on the unpaid balance. For example, if your unpaid balance is \$100, your daily late fee is \$5, which is 5% of \$100.***

The company is not liable in the event of mechanical breakdown before or while on charter or trip, and the company reserves the right to change the type of vehicle. We are not responsible for delays. Some of these may be but are not limited to delays caused by weather conditions or road conditions (ie. not salted, accidents, etc.), flat tires or mechanical breakdowns. If any of our guarantees or contracted terms cannot be met due to conditions outside of our control, including weather, accidents, storms, and any other acts of God, including, but not limited to traffic congestion, road closures, accidents, flight delays, weather delays, road closures, vehicle problems or mechanical problems, etc., we will use our best efforts to notify the customer of these conditions and resulting delays or changes.

***We are not responsible for articles left in the limousine or lost or stolen articles.***

Balances must be paid to the driver on the run date before the beginning of the run. Customers may settle any remaining balance by cash or credit/debit card. If payment is made by card, the card used must be the same card that was used to pay the deposit. A five percent (5%) processing fee will be applied to the remaining balance when paying by card. We only accept personal checks if we receive the check 2 weeks before the run date. If the balance is not paid at the beginning of the run, the contract holder is nonetheless responsible for the entire price for the contracted run. The driver has the right to terminate the run without refund if there is balance indiscretion on the part of the client(s). If the client has not appeared within 30 minutes or attempted to contact our company for any charter 30 minutes after the contract time, this is considered a no show, and the contract holder is still responsible for the entire price of the trip. For a point to point trip, if no contact attempt is made on the part of the client and the client has not appeared within 15 minutes, this is considered a no show, and the card holder is still responsible for the entire price of the trip. VIP Limousine, Inc. cannot guarantee the availability of overtime.

This contract will remain on file and be binding for all future services provided by VIP Limousine, Inc. to the undersigned. A 20% - 40% NON-REFUNDABLE and NON-TRANSFERABLE deposit must be made at the time of booking to a valid credit card. Declined credit cards or chargebacks will incur a \$50.00 fee plus all charges due for the reservation plus attorney and court fees (if any). The limousine is under 24/7 monitoring (DVR recorder) which can be used as evidence later if renter or guests will damage anything in the limousine or at any point verbally or physically assault any other passenger or the chauffeur. All entertainment including CD's and DVD's are to be provided by the client. As indicated in the contract, any extra passengers traveling in the vehicle are subject to extra charge. All damages are assessed at the sole discretion of the driver. Vehicles cannot be loaded beyond seating capacity.

If, for any reasons, I am not fully satisfied with the services I receive, I have 10 hours after the completion of the job to file a complaint in writing. If VIP Limousine, Inc. does not receive my written complaint in the above stated time frame, I agree that there is no valid complaint and I am fully satisfied with the services I received and will not file any complaint against VIP Limousine, Inc. with any official bureaus. Filing a written complaint insures both parties, that it is fully understood what the problem was. The purchaser will be contacted within a week of the complaint to settle the matter. Only the contracted individual may contact VIP Limousine, Inc. with a complaint. I understand that this is a separate case from the main contract and therefore have no dispute in general against VIP Limousine, Inc. and the payment I authorized. The card holder must pay entire contract price if the contract is breached in any manner outlined above. If card holder does not submit a written cancellation within 24 hours of receiving this contract, the card holder is then bound by these terms. The deposit is still not refundable **in any case**.

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

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