

**CORPORATE- BOOKING CONFIRMATION FORM**Date of corporate drive:Vehicle/s RequiredNumber of Passengers:Contact Person:

Phone:

Mobile

Email:Pick up time:Address in full:Additional pick up & drop off: (Conditions Apply)Destination of Corporate Drop:Arrival Time:Address in fullReturn Pickup if Quoted:Vehicle Required:Pickup time:Pickup Address (in full):Destination Address (in full):**SECURE BOOKING** Paid 30% \$ \_\_\_\_\_ Via \_\_\_\_\_ Dated \_\_\_\_\_ Paid Full Amount \$ \_\_\_\_\_ Via \_\_\_\_\_ Dated \_\_\_\_\_ Credit Card  Visa  Master Card  Amex  Diners Card  other

Card Name \_\_\_\_\_ Exp Date \_\_ / \_\_ / \_\_

Card number \_\_\_\_\_ Security Code \_\_\_\_\_

Card Holders Signature \_\_\_\_\_

I confirm I have read and understood the Terms & conditions attached to this booking form and that all the above details are true and correct

Signature of Authorised Person \_\_\_\_\_ Date \_\_\_\_\_

This form must be signed and returned to Impressivelimos office by either fax or email within 2 working days of receipt – Fax 9624 6584

# IMPRESSIVE LIMOUSINES PTY. LTD.

ABN: 35 119 107 938

## TERMS & CONDITIONS

**Outline - we/us:** *Impressive Limousines, Operator, Chauffeurs, Drivers HC cars & TV plates.*

**- you/your:** *the individual/s or company making a reservation, and/or any person or Persons' representative or guest thereof.*

---

### **Corporate Functions, Weddings, Formals and General Hire – Payment and Cancellation Requirements**

A 30% deposit is required on all bookings for each vehicle hired, with your booking being confirmed when deposit is paid. Credit Card, Direct Debit or Cash payment, is required as confirmation to secure your booking. The balance of the hire fee is due and payable 10 working days prior to the date booked for your event. If you request cancellation of your booking, the deposit will be forfeited to cover cost and losses incurred by us. You must notify us in writing should you wish to cancel your booking. Cancellations within 10 days of your booked event will require full payment. All deposits and payments are non-transferable.

### **Wedding Hire – Additional Cancellation and Schedule Requirements**

Cancellation must be received 90 days prior to the booked wedding date in writing. You must advise us of the cancellation by Email or Fax. The deposit will be forfeited to cover cost and losses incurred by us. If cancellation is received within 90 days of the booked wedding date, the total hire fee will become payable in full. All deposits and payments are non-transferable.

Once you have confirmed and signed your booking sheet outlining your Schedule for the day, any required changes must be notified to us in writing 30 days prior to the booked wedding date. In the event that we are notified of any changes within 30 days of the booked wedding date, we reserve the right to refuse any such changes due to our busy booking schedules.

### **Waiting Time/Overtime**

Whilst we will accommodate passengers during their travel, additional time required by you will be charged in 15 minute increments after the booked finish time. Additional time charges may include, but are not limited to, delayed airport arrivals and pickups, weddings that go over the scheduled finish time and general or corporate hire delays caused by you. Waiting time/Overtime is charged at \$100 per 15 minute increments and must be paid to the driver in cash at the end of your travel with us.

Impressive Limousines, at all times, will endeavour to ensure you arrive at your destination, safely, comfortably and on time. However, we can not be held liable for any event which is beyond our control, including but not limited to, traffic delays, weather, illness or vehicle breakdown. In such circumstances, you must allow Impressive Limousines to do all things possible to resolve the problem and complete your hire (e.g. if vehicle breaks down, provide a replacement subject to availability). As part of our Terms and Conditions, Impressive Limousines reserves the right to employ sub-contract vehicles and drivers to complete your hire. Impressive Limousines will not be obligated to refund any monies unless we are unable to resolve the situation.

### **Insurance**

Our Insurance Policy covers all authorised persons travelling in the vehicle on route to your destination. Unless chauffeur assisted, passengers assume personal liability when entering and exiting vehicle.

### **Alcohol**

The person booking the vehicle takes full responsibility, that all alcohol brought and consumed in the hired vehicle, is done so by persons by persons over 18 years of age.

### **Food**

Food must not be consumed in the vehicle at any time.

### **Smoking**

Smoking and use of any form of illegal substance is not permitted in the vehicle.

### **Seat Belts**

Vehicle has seat belts fitted for each passenger. Under current legislation, it is required that each passenger travelling in the vehicle, apply and fit the provided seat belt during travel, unless otherwise authorised.

### **Passenger Misconduct**

The driver (chauffeur) or operator at the time of hire, may, at his own discretion, terminate the vehicle hire or eject any person or persons that are, in the drivers opinion, acting inappropriately and/or dangerously during the hire period. Impressive Limousines will not provide any refund for a terminated Hire.

### **Damage to Vehicle and Equipment and Missing Inclusions**

You are responsible for any deliberate or malicious damage caused to the vehicle or equipment by any passenger during the hire period. Any damage will be quoted at cost plus administration fees and will be deducted from your credit card you have supplied us at time of booking or paid on presentation of invoice. Missing or broken glasses during the hire period will attract a charge of \$20.00 per glass (Champagne Flutes and Tumblers).

### **Cleaning Fees**

Any Additional Cleaning fees due to inappropriate behaviour, illness and miss use of the vehicle during the hire period, will attract a flat cleaning rate of \$350 (includes, carpet steam clean and wash down inside of vehicle). Payment will be deducted from your credit card you have supplied us at time of booking or paid on presentation of invoice.

### **Privacy Policy**

All Personal information collected by Impressive Limousines is treated in the strictest confidence and will not be disclosed in full or in part to anyone other than Impressive Limousines booking and billing bureau. The technology adapted for Impressive Limousines use, is constantly maintained in order to protect all information collected.

At any time, you may request to view your personal information collected and recorded by Impressive Limousines.

### **Confidentiality Agreement**

When signing the terms and conditions, you agree to keep confidential any and all information provided to you by Impressive Limousines as it is considered to be industry sensitive. This includes all information regarding services provided and prices quoted.

### **Credit Card Charges**

Payment by Credit Card will attract a surcharge as follows: Mastercard and Visa – 2%; American Express and Diners Club – 4.5%.

**Important Note:** Due to the length of the new stretch limousines, access to some suburban streets and venues may be restricted and pickup and drop offs at front door may not be possible.

Impressive Limousines Terms and Conditions are current but subject to change without notice.