

Manhattan Limousines

Phone: 1300 10 13 13 or 02 9654 3013 - Fax: 02 9654 3088
Email: info@manhattanlimos.com.au Web: www.manhattanlimos.com.au

WEDDING - BOOKING CONFIRMATION FORM

Date of wedding:

Vehicles required:

Hours required:

Brides name:

Phone:

Mobile:

Pick up time:

Address:

Grooms name:

Phone:

Mobile:

Pick up time:

Address:

Itinerary:

Church / Ceremony service time: Address (in full):

Photo location/s:

Reception name & full Address: Arrival time:

Getaway: Vehicle required: Pickup time:

Pickup address (in full):

Destination address (in full):

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

Signature: Date:

This form must be signed and returned to Manhattan Limousines office by either fax or mail within 5 working days of receipt-
Fax: 02 9654 3088

MGM PACIFIC PTY LTD

ABN: 67 070 220 932

T/A

MANHATTAN LIMOUSINES TERMS & CONDITIONS

Outline **we/us :** **Manhattan Limousines, MGM Pacific Pty Operator, Chauffeurs, Drivers HC cars & TV plates.**
you : **the individual/s or company making a reservation, and/or any person or persons' representative or guest thereof.**

General hire, Corporate functions, Group events, Formals etc.

We require a 30% deposit on all bookings for each vehicle hired and your booking is confirmed when deposit is paid. The balance is due and payable 10 working days prior to your event. Credit card details must be given as confirmation to hold a booking. If cancellation is required, the deposit already paid will be forfeited to cover costs incurred and it is not transferable.

Wedding hire: Conditions on Deposit Paid

Cancellations must be made 30 days prior to wedding in writing, by email or fax otherwise the balance of the total hire for the job will be required to be paid in full. It should be noted that the deposit already paid will be forfeited to cover costs incurred and it is not transferable.

Once you have confirmed and signed your booking sheet outlining your time allocations for the day, any changes must be given within 30 days of the wedding taking place, otherwise we have the right to refuse any such changes due to our tight booking schedules.

NOTE: if you have booked a car for a job and you do not show or cancel at the last minute you will be required to pay for the full price quoted.

Waiting time/Overtime:

Whilst we will accommodate passengers during their travel, overtime and waiting time may be charged in 15 minute increments should the booking go past the finish time of said booking, delays at airports incurring waiting time, and pick ups that are late. This charge is to be paid direct to the Driver at end of travel in cash at a rate of \$100 per 15 minutes.

Manhattan Limousines will endeavour to get you to your destination safely, comfortably and on time, however things do happen and allowances must be made for traffic holdups, weather, illness or vehicle breakdowns, etc. We cannot be held liable for those circumstances which are beyond our control. Should there be a mishap or vehicle breakdown another vehicle from will be dispatched to complete your function. Note that our Terms & Conditions also cover subcontract cars and Drivers brought in, in an emergency. No refund will be forthcoming unless Manhattan Limousines is unable to solve the situation or problem at hand.

Insurances:

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

We reserve the right to demand full compensation for payment of any damage caused by passengers or hiring parties travelling in vehicles.

Alcohol:

The person booking the vehicle takes full responsibility that all alcohol brought into the vehicle for consumption whilst on route is done so by persons over 18 years of age.

Page 2 cont...

Food:

No food is to be consumed inside vehicles whilst en route to destination.

Smoking:

There is no smoking and any form of contraband permitted to be used in vehicle.

Seatbelts:

Seat belts are fitted to all vehicles and under current legislation must be applied and fitted by each person travelling in vehicle, unless otherwise authorized.

Children and infants travelling in vehicle must adhere to normal child safety restraint rulings as per current R.T.A. guidelines.

NOTE:

The driver or operator of the hired vehicle at time of job has the right to refuse any person or persons from car who is behaving badly and the driver has the right to terminate and cancel job at hand without a refund.

Missing or Damaged Equipment or fittings to the vehicle:

If there is any deliberate or malicious damage done to the vehicle, then the repair will be quoted at a cost with an additional administration fee charged by Manhattan Limousines.

Repairs to Vehicle:

Any repairs that are required will be appropriately quoted by a qualified repairer.

Missing or Broken Glasses - there will be a surcharge of \$20 for each glass that is deliberately broken whilst the car is being hired. (Champagne flutes and tumblers)

Cleaning Fee:

Any additional cleaning fees due to inappropriate or irrational behaviour will be charged at a flat rate of \$350. (This includes carpet steam clean and washes down inside vehicle.)

Privacy Policy:

All personal identifiable information collected is treated in the strictest confidence and will not be disclosed in full or in part to anyone other than Manhattan Limousines booking and billing bureau. The technology adapted for Manhattan Limousines use is constantly maintained in order to protect all information collected. At any time, you may request to see what information has been recorded regarding your personally identifiable information.

Credit Card Charges:

Payments by Credit card will attract a surcharge as follows: MasterCard & Visa – 2%; American Express 3.5%;

Note: due to the length of the new stretch limousines, access into some suburban streets may be restricted and pickup/drop offs at front door may not be achievable.

Manhattan Limousines Terms & Conditions are current and subject to change without notice.