



# HATTON CARRIAGES

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## SPECIAL OCCASIONS / AIRPORT & EXECUTIVE BOOKING FORM

Hirer's Email address: ..... Date: .....

Hirer's name & address:

.....

..... Post code: .....

Home Tel: ..... Work Tel: ..... Mobile: .....

Day and date of hire: .....

Type of event: ..... Number of passengers: .....

### Car(s): (Make & model of car required)

Saloon: ..... Limousine: .....

1/collection from: ..... \* Time: .....AM/PM

2/collection from: ..... \* Time: .....AM/PM

3/collection from: ..... \* Time: .....AM/PM

\*Please allow for peak traffic constraints

### Destination details

Address/s: .....

..... \* Estimated time of arrival: .....AM/PM

### Return journey details

Day and date: ..... Collection time: .....AM/PM

Collection from: .....

Destination details: .....

### Airport service

Passenger name(s) (if different from above): ..... Airport: .....

Terminal: ..... Airline: ..... Flight no: ..... E.T.A: .....

Other details: .....

Destination/s: .....

.....

Total hire charge quoted: £ ..... Deposit/Booking fee required: £ .....

To finalise your arrangements, please print complete & sign this form, returning it to us as soon as possible for a detailed quotation and to reserve your booking date.

I/we agree to Hatton Carriages terms and conditions of hire.

Hirer's signature: .....

Please take a copy of this form for your records.

Thank you for your booking, confirmation will be by return of post or email within 14 days.

Please use the reverse of this form for any other additional information.

### Office use only

Deposit/booking fee paid: £ ..... Date received: ..... Balance: £ ..... Due for payment: .....

Please complete this form and return to Hatton Carriages for a detailed quotation.

## HATTON CARRIAGES LIMOUSINE TERMS AND CONDITIONS OF HIRE - SPECIAL OCCASIONS

1. Hiring commences from the time the limousine arrives at the pickup point and ends when it returns to the last drop off. We aim to pick up at the designated booking time. If however the vehicle arrives late due to circumstances beyond our control, then hire term commences from the arrival time. Please note that all pickup times are approximate.
2. Whilst every effort will be made to meet the agreed time scales, we cannot be held responsible for any delays attributable to traffic delays, accidents, breakdowns, emergencies, illness or any other circumstances beyond our control howsoever caused.
3. Bookings are confirmed on receipt of a booking fee deposit of £100.00. All charges are payable in full thirty days before hiring commences. Any extra costs such as additional time, drink related or other damage to the limousine or its contents must be settled at the end of the hire.
4. Any alterations made to the original paperwork by the customer i.e. Times / address changes, will incur an admin charge of £25.00.
5. The company accepts no responsibility, neither can it be held liable in anyway whatsoever, for any delays however caused.
6. The vehicles belonging to the company are only insured for its drivers. No other person may drive the limousine under any circumstances.
7. Costs are incurred from when the hirer reserves the vehicle and should they cancel, this must be initially by phone or email and confirmed in writing and sent by recorded delivery within 24 hours. All cancellations incur a charge (minimum amount is the booking fee) should the hirer cancel within thirty days of the date of hire the balance will be due in full. Should we secure another booking for the vehicle, for the same date and time then 50% will be refunded minus the booking fee.
8. The hirer accepts that, unless otherwise agreed and specified on this booking form, should the hire term be exceeded the hirer agrees to pay additional time at the rate of £95.00 per hour or part thereof which will be payable at the end of the hire and maybe debited from the clients credit/debit card.
9. The limousine driver will use his judgement and absolute discretion to drive at reasonable speeds in relation to the prevailing road type and conditions and the vehicle.
10. We reserve the right to substitute vehicles of equal capacity in the event of mechanical or other failure, if due to circumstances beyond its control, this is deemed necessary.
11. We will undertake to transport a reasonable quantity of accompanying luggage. If however in the judgement of the driver, the volume or weight is excessive, then Hatton Carriages reserves the right to refuse the carriage of said luggage. In addition the company cannot assume any responsibility or liability for any loss or damage to clients property or luggage, howsoever such loss or damage is caused.
12. The hirer will be held responsible for the supervision of minors.
13. Smoking is strictly forbidden in the limousine. Hatton Carriages reserves the right to terminate the hire immediately if this term is breached without any settlement of refunds owing to the hirer.
14. We will not be held responsible for the use or transportation of any illegal substances or articles within the limousine and any client doing so will have the hire contract terminated immediately without refund.
15. The client will be held responsible for the conduct of any and all passengers in the limousine at all times. Any damage to the vehicle may be deducted from the client's credit/debit card and an invoice issued. Damage includes - sickness related illness due to alcohol consumption - spillage stains - fabric tears or excessive mess, where a minimum charge of £195.00 will be charged or if greater the cost of repair / reparation.
16. The company reserves the right to terminate any and all services to unruly and or abusive passengers whether this behaviour is toward the driver or the public.
17. It is the client's responsibility to pay for any and all additional time incurred due to inclement weather or severe traffic congestion
18. The company is not responsible for acts of God.
19. Broken Glasses will be charged at £10.00 each.
20. If the client has requested a pickup and drop off service, we will only collect and return to one address. Any additional drops may incur extra charges of £20.00 per address, depending on locality. If not pre-booked with the office in advance then this will be entirely at drivers discretion.