

**Chicago 5 Star Limousine Inc.**

**Agreement**

Tel : ( 866) 276-5120 Fax :( 847) 656-3458

Website: 5star-limo.net

Fax this form to: (847) 656-3458

Please note incomplete agreement can't be processed.

**EVENT DATE(S):**

**AGREEMENT DATE:**

**CLIENT(S):**

**CLIENT PHONE:**

**E MAIL:**

**HOME ADDRESS:**

**PICK UP INFORMATION:**

**VEHICLE(S) TYPE:**

**Color:**

**Number of Passengers:**

**Start Time:**

**End Time:**

**TOTAL HOURS (3 Hours Min):**

Rate/Hour	
Flat Rate	
<i>Sub Total</i>	
Gratuity 20%	
STC Charge	
Extras	
<b>TOTAL</b>	
Deposit	
Balance Due	

Additional Client Requests (extras):
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You are a valued customer of **Chicago 5 Star Limousine** and we want to make your time an enjoyable one. This agreement is for your safety and we just want to ensure that the integrity of our vehicle is maintained for future business. Therefore, these rules apply to all charters (hourly service, special events, weddings, proms, transfers, etc.) provided by **Chicago 5 Star Limousine** without exception.

**Chicago 5 Star Limousine Inc.**

**Print these 3 Pages of the Agreement and Keep It for Your Records**

The Law of the State of Illinois will govern the interpretation and enforcement of this agreement. If either party institutes legal proceedings to enforce any provision of this Agreement, then the prevailing party in such legal proceedings will be entitled to recover (in addition to all other available damages and remedies) its costs and expenses incurred therein, including, without limitation its attorneys' fees. If any provision or portion of this Agreement is determined to be illegal or unenforceable in any respect, such determination will not affect the validity or enforceability of any other provisions, each of which will be deemed to be independent and severable. This Agreement will be effective immediately upon execution.

The client(s), as listed above takes full responsibility for his/her guests as the contracted client(s) By signing this agreement you the client, agree to indemnify and hold harmless **Chicago 5 Star Limousine**, its owners, employees, advisors, consultants and agents against any and all liability, losses or damages or any expenses whatsoever to **Chicago 5 Star Limousine Inc** as a result of any claims, demands, damages, costs or judgments against **Chicago 5 Star Limousine Inc.** that may arise.

Client Signature \_\_\_\_\_

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

**Chicago 5 Star Limousine Inc.**

Agreement Terms & Conditions

Tel : ( 866)276-5120 Fax :( 847) 656-3458

Website: [www.5star-limo.net](http://www.5star-limo.net)

Chicago 5 Star Limousine Inc. Rules Terms Conditions Service Charges and Additional Fees

1. Chicago 5 Star Limousine agrees to provide the designated vehicle and a driver at the time, date and location specified on the contract.
2. Unless specified on the contract, request for additional hours will be provided only if the vehicle is not scheduled for other work.
3. Number of passengers allowed in the vehicle shall be no more than specified number in contractor limited to the vehicle passenger capacity it is designed to carry.
4. Chicago 5 Star Limousine guarantees that all vehicles are properly maintained and placed into service only when they meet our high service standards. Because these vehicles are subjected to heat and excessive use of power-operated equipment they may be subject to temporary failure. This does not interfere with the safety of the vehicle and any mechanical incidents will not be cause for the termination of this Agreement with the sole exception being an inability for Chicago 5 Star Limousine to replace, repair or otherwise continue the contracted service in a reasonable amount of time (minimum 30 minutes maximum one hour).
5. Chicago 5 Star Limousine recommends that all valuables be removed from the vehicle when unattended at any time by the client. Chicago 5 Star Limousine or Chicago 5 Star Limousine employees are NOT responsible for any unattended, forgotten, left, lost, damaged or stolen articles in the vehicle at any time.
6. Chicago 5 Star Limousine will strictly enforce all State and Federal Laws. No alcoholic beverages are to be consumed or used by any person not of legal drinking age. No illegal substances are to be used or consumed by any clients regardless of age. At any time during the contract should the Chicago 5 Star Limousine representative find that any applicable laws are being violated he/she will have the right to immediately terminate service(s). In such a case the client remains responsible for the entire length of time originally contracted for, including gratuity and will be charged accordingly. Chicago 5 Star Limousine has a zero tolerance policy in order to protect all parties involved.
7. Chicago 5 Star Limousine is not responsible for delays caused by weather, traffic conditions, mechanical problems, airlines and/or airport problems, automobile accidents caused by others or acts of God.
8. Customer may not attach or affix anything to the interior or exterior of the vehicle(s) without prior permission from Chicago 5 Star Limousine management.
9. Chicago 5 Star Limousine will not be responsible for injuries that may occur due to behavior caused by any member of customer's group, or customer at any time.
10. Customer accepts full responsibility for vehicle damage or special cleaning, and any loss of income due to negligence or carelessness caused by any member of customer's group, or customer (examples: vehicle damages caused from smoking, burns, vomiting, scratches, broken glassware, stains, wrestling in vehicles, kicking windows/mirrors, and etc.) and authorizes Chicago 5 Star Limousine to charge the guaranteeing credit card for the expenses regardless and in addition to any prior understandings and agreements. These charges are necessary due to the high cost of cleaning and the revenue and time lost because the car cannot be used.

If the guaranteeing credit card is not able to be charged for any reason, customer agrees to pay for damages within seven days from the event date. Customer agrees to pay for any collection expenses and/or attorney fees and costs associated with Chicago 5 Star Limousine collection efforts.

The Chicago 5 Star Limousine prices are base prices for simple transportation. All Agreements are negotiated individually at Chicago 5 Star Limousine discretion. Chicago 5 Star Limousine understands that your needs may change as the service is being provided. Chicago 5 Star Limousine will make every effort to accommodate the Client(s), however the Client(s) understands that other clients may be scheduled and no guarantees can be made to accommodate changes as requested. The Client agrees to pay for any changes in service as follows; Overtime or transfers are charged to the Client(s) in 30 minutes increments (for hourly service) at the published rate. Extra stops (for transfers) over and above the Agreement are charged at \$ 25.00 each. Wait time (for transfers) is charged \$ 15.00 for every 10 minutes. In the event a Client(s) fails to show at the designated pick-up location and has not called the number provided by Chicago 5 Star Limousine, the full amount of the Agreement will be charged, including gratuity no exceptions.

At the Chicago 5 Star Limousine employees' discretion, the client(s) agrees to be fully liable for all charges that may be incurred over the course of the Agreement including but not limited to:

1. Broken glassware (\$ 20.00 per)
2. Interior cleaning and/or disinfecting required as a result of out of the ordinary use including illness (vomiting), drink or food (no food in the vehicle) spills and smoking (\$ 150.00 to \$ 250.00)
3. Exterior detailing due to spills, illness and/or misuse of the vehicle (\$ 100.00 to \$ 300.00)
4. Repairs required due to a rip, tear or holes made in the upholstery (\$ 175.00 to \$ 300.00)
5. Any act of vandalism by client(s) and/or guests will be charged at a minimum of \$ 150 with no maximum.

Smoking is not permitted in the vehicles(s), a fee of \$ 200.00 will be charged to remove odors and ash.

At the Client(s) request alcohol beverages will be provided and paid for with a service fee added to the final costs. These requests will be negotiated in advance and are stated on this agreement. Client(s) agree that any additional request over the course of the agreement will be charged to the client(s) credit card. I authorize Chicago 5 Star Limousine to charge to the credit card provided at the origination of the reservation any and all charges as outlined in this agreement. Origination occurs when a client(s) contact Chicago 5 Star Limousine by phone, fax or internet services and provides details of the requested service along with a credit card.

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chicago 5 Star Limousine Inc.  
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Agreement Terms & Conditions  
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**Chicago 5 Star Limousine Inc. Agreement**

**Payment and Cancellation Policy:** Any and all deposits are nonrefundable if the reservation is not canceled 48 hours prior to the scheduled pickup time for reservations under \$600.00 and one week for reservations over \$600.00. The minimum charge for cancellation policy is \$120.00. At the origination of the Agreement a deposit may be required if charges are over \$600.00. Origination occurs when a client(s) contact **Chicago 5 Star Limousine** by phone, fax or internet services and provides details of the requested service along with a credit card. The Client(s) authorize **Chicago 5 Star Limousine** to charge the Clients Credit Card under the terms and conditions of said card by telephone, fax or email. With a signed contract it is agreed by the Client that a signed credit card slip may be required, **Chicago 5 Star Limousine** will require the client to present the card(s) being utilized for payment of the Agreement and legal identification matching that of the credit card(s) being utilized for the Agreement and any other charges incurred by the client. Changing the original date and/or time by the client cannot be guaranteed, every effort will be made on the part of **Chicago 5 Star Limousine** to accommodate a change. The client(s) also agree to pay for additional expenses incurred as a result of the Agreement including Overtime, Cell Phone use, Tolls and Parking fees. The client agrees to permit **Chicago 5 Star Limousine** to charge these additional charges to the credit card used for the Agreement up to 72 hours after the services have been rendered. If any payments due to **Chicago 5 Star Limousine** remain unpaid 7 days after the services have been provided, **Chicago 5 Star Limousine** will have the right to add and collect interest and late fees. Interest rate for late payment will be calculated at 16% per annum. The Client must provide any and all complaints in writing within 24 hours of rendered services. Cash Agreements require that the deposit be made with-in 24 hours of the reservation, no reservation will be final until the deposit has been received. Full payment for the balance of services is required at the time of pick-up. Failure to provide payment will result in the services being suspended. **Chicago 5 Star Limousine** does not accept personal checks.

Payment Type: Credit Card Visa MC AEX      Cash      Money Order

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Credit Card No: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

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Type: \_\_\_\_\_      3 Digit Code: \_\_\_\_\_

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Name on Card: \_\_\_\_\_

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Billing Address: \_\_\_\_\_

1. All cancellations under \$600.00 made within 48 hours of booking reservation shall not incur any cancellation fees, and client will be entitled to full refund of any deposits made.
2. Any cancellation under \$600.00 made after 48 hours, prior to the date of the event, will be incurred a \$120.00 charge to the above mentioned credit card.
3. All cancellations over \$600.00 made within one week of booking reservation shall not incur any cancellation fees, and client will be entitled to full refund of any deposits made.
4. Any cancellation over \$600.00 made after one week, prior to the date of the event, will be incurred a 40% charge of the event Agreement origination to the above mentioned credit card.
5. All cancellations made less than 2 hours before the reservation date will incur the entire charge of the event on the above mentioned credit card.

I agree to the terms and conditions of this agreement. All charters must be guaranteed by credit card and deposit (if required at the origination of reservation) received to confirm reservations. The balance due will be charged to the above credit card for a reservation not canceled properly. If you'd like to pay the balance due by credit card, it must be received no later than one week before the scheduled pick up time for reservations over \$600.00 otherwise, the balance must be paid in cash at the time of pick up. I authorize **Chicago 5 Star Limousine** to charge to the credit card listed above any and all charges as outlined in this agreement. I understand that **Chicago 5 Star Limousine** will make every effort to provide the equipment as stated in this Agreement. I also understand that on occasion equipment may be changed in order to provide optimal service and that I will not be charged when equipment considered being an upgrade is used to fulfill the terms of this agreement. I understand that this is a binding and non-refundable Agreement that I have entered into with **Chicago 5 Star Limousine**. As the Client I have read and understand the terms and conditions of this Agreement. I agree that I am liable for the full payment including all charges including a minimum 20% gratuity that are incurred by me and/or my guests. By providing your credit card and guaranteeing this contract, you acknowledge that you are at least 18 yrs of age and have read and agree to abide by all rules above.

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_

Post Agreement Notes: \_\_\_\_\_

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# Chicago 5 Star Limousine :

## Credit Card Authorization Form

Please complete the Credit Card Authorization Sheet below and fax it back to our office: 1-(847)-656-3458. This will allow Chicago 5 Star Limousine Inc. to run your credit card for any transportation services that we provide for: \_\_\_\_\_.

I Authorize my credit card to be billed as follows:

Credit Card Type: \_\_\_\_\_Amex \_\_\_\_\_MC \_\_\_\_\_Visa \_\_\_\_\_Discover

Name (as it appears on credit card) \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Exp: \_\_\_\_\_ \*CVV \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

\*CVV is the last 3 numbers behind your MC & Visa credit card, and with Amex is the 4 digits in front above the credit card number- this is the credit card security numbers.

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ State issued \_\_\_\_\_

I understand that my signature on this contract will serve as an authorized credit card slip to be billed for services rendered by **Chicago 5 Star Limousine**.

I understand these charges may include but are not limited to all tolls, gratuity, parking, wait time, extra stops, no-shows, cancellations, etc. I understand that if I can't locate my driver, it is my responsibility to call: **Chicago 5 Star Limousine**. Failure to call **Chicago 5 Star Limousine** and leaving the pick-up location will result in a no-show and charged to my credit card. All cancellations are subject to a cancellation fee which will be charged to my credit card listed above. To find out Cancellation Policy/Fees, please speak to an agent.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_