

JORDAN LIMOUSINES

NOTICE: THIS FORM MUST BE SIGNED AND RETURNED WITHIN 5 DAYS IN ORDER TO CONFIRM YOUR RESERVATION.

CONTRACT FOR LIMOUSINE SERVICE

1. All limousine reservations must be paid in full 45 days in advance of event. The final payment will be automatically put on your credit card on file unless other arrangements are made.
2. If the arrival of the car is a surprise, be sure to indicate that in your directions on the reservation form.
3. There is a \$100 fine for throwing up inside the car.
4. We request that you call and reconfirm the times and address 48 hours before the run.
5. Be sure to give very detailed directions and a map or sketch of where the limousine needs to go. If you are sending a map to your guests, be sure to send us a copy. In your directions, especially if your house is hard to find, use only main streets and direct routes. It would be helpful if you downloaded MapQuest maps of the various locations and highlight with a yellow highlighter the route that you want to limo to take.
6. The time you are paying for starts when the limo arrives at the first location and ends when you get out of the car, as long as everything is inside Houston City limits. Out of area runs may incur charges for travel time.
7. On a daytime run, there may be an evening run preventing you from using the limo past a certain time. Determine this ahead of time and make your plans accordingly. On an evening run overtime is usually not a problem, but it is absolutely essential that payment is arranged well in advance with cash or credit card with approval codes.
8. We do not bill in increments of hours or minutes. You are given five minutes grace period and then billed for another hour. For example, 4 hours and 6 minutes would be billed as 5 hours.
9. Be sure to allow enough time for your occasion. In many cases, there will be another run booked thirty minutes after you have scheduled yours to end. If you think you might need more time, you should request it at the time of booking. These events have a way of taking more time than you think. If several people are in your group, it would speed matters up considerably for everyone to meet at one place and leave from there rather than have the limo go to several different houses in different parts of the city. Also, our cars drive slower than yours.
10. Do not try to overload the car with people. You will be told how many will safely and comfortably fit in the car. Do not exceed this number.
11. **TIME CHANGES.** We schedule weddings very close together. We assume the times you booked are the times you want. Moving the times may be difficult or impossible. Time changes within 30 days of your wedding for the beginning or end of your time period of more than 30 minutes either way are subject to a \$200 Re-scheduling Fee. Time changes inside the time you have the car rented for are not a problem. Itinerary changes should be made by e-mail and ask for confirmation of receipt.

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12. Lots of baggage can be a big problem. These cars have small trunks.
13. Make sure you have left nothing in the car at the end of the run. This is your responsibility and we will accept absolutely no liability for anything you may have left behind.
14. You cannot decorate the car in any way, shape, fashion or form, period.
15. You are financially responsible for any physical damage done to the car by you or your guests.
16. If you have ordered a nameplate for the front, you do not get to keep it. The \$10.00 fee you paid is for the artwork and setup. The plate stays on the car. There is a limit of 11 letters, usually the family (last) name. If the bride is taken from the home to the church, 2 plates can be ordered; the maiden and married name and the plates can be switched while the ceremony is in progress. If you would like to order a name plate to keep, the price is \$85.
17. You should be aware that we refer to all of our cars as “limousines”. That is a French word which means “fancy car” and does not particularly describe or denote the brand, make, size, length, age, seating capacity, or set of features or accoutrements. Unless you are planning your event as a surprise for someone, be sure your group understands this.
18. REFUND POLICY. (Broken engagement, etc.) \$150 Cancellation fee – anytime. 121 – 180 days’ notice – 75% of balance (less cancellation fee) returned. 61 – 120 days’ notice – 50% of balance (less cancellation fee) returned. Less than 60 days’ notice – YOU RECEIVE NOTHING BACK.
19. There will be a \$35. Fee for a check returned by your bank for any reason.
20. Do not ask the driver to drive the car on muddy roads, soft sand, torn up roads or go up steep driveways.
21. The driver’s primary responsibility (in addition to transporting you safely) is to safeguard the car. Do not ask him to do anything that would require him to leave it. These cars are never left unattended.
22. We prefer detailed maps and itineraries. If you do give verbal directions, give the driver plenty of notice for turns and stops. These cars need time and room to respond and maneuver. Also, we do not like to get them in areas where we will have to back them up. It is your responsibility to be absolutely familiar with all areas you wish to go in the car.
23. If you want the car parked at a particular place at a church, reception facility, etc., it will be your responsibility to see to it that a space for the limo is reserved . For security reasons the limo will not wait in dark or unguarded areas. At the chauffeur’s discretion, he may decide the waiting area is unsafe and will leave. It will be your responsibility to communicate with the chauffeur and arrange an exact time for him to return. We consider all of the Downtown Business District unsafe after dark and some of it in daylight. We will not wait in front of nightclubs or other places where people may harass the chauffeur. It will be your absolute responsibility to communicate directly and clearly to the chauffeur as to when you want the car to be back.
24. Do not ask the driver to speed or break any traffic laws.

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25. Drivers will not purchase cigarettes or alcohol for minors.
26. Possession or use of illegal drugs by anyone is prohibited in any of our vehicles. If the chauffeur observes drugs, he will pull the car off the road, and you, your guests and your dogs must exit the car immediately. In this eventuality you will receive NO REFUND.
27. Eating, drinking or smoking in any of our cars is strictly prohibited. (Exception: 1 bottle of non-alcoholic champagne for weddings if supplied by Jordan Limousines.)
28. In the sole judgment of the chauffeur, if he determines that the behavior of you or your guests for any reason is out of control, unsafe, illegal, dangerous or irresponsible to lives and property, he can terminate the run on the spot and order all occupants out of the car and then drive off. If this happens, you will NOT RECEIVE A REFUND.
29. We are very serious about giving you the quality of service you deserve and expect. We want to do a good job for you. Basically, you can summarize all the rules into two categories: have a good time and don't tear up the car. Our cars are vintage, historically significant antique automobiles and we want to preserve them for future generations and possibly for you to use to go out in for your 30th wedding anniversary.

SPECIAL RULES FOR WEDDINGS

1. This is a special car for your special day. We will do whatever you want. You may choose whomever you wish to accompany you to the church in the Rolls limo, and after the wedding ceremony, the bride and groom leave in it.
2. Be sure to allow enough time in your planning. Allow for traffic and people not being ready. Photographers need approx. 45 minutes to do a good job after the ceremony. We only space 30 minutes between weddings and after a certain time the car will have to leave whether you are ready or not. It would be wise to book the car longer than you think you will need just to be on the safe side. Also, having the Rolls on display by the front door with your family name on the front plate for a few hours adds to the ambiance of the day or evening.
3. If there are no bookings after yours and you want to run the limo into overtime, arrange for someone in your party to cover this expense with cash. You will find that you need the credit limit on your credit card to use during the honeymoon.
4. Lots of baggage can be a problem. Baggage space is limited. We suggest that you have the best man go to your hotel that morning, put your baggage in the room, get you checked in and arrange to have a bottle of champagne iced down upon your arrival. He returns with the key for the groom. The bridal couple can then go straight to the elevator and their room that evening. You should also arrange for bellman and airport transfer ahead of time for the following morning.
5. It is very important that you tell the photographer you want several poses by the car or he may ignore it and simply rush you off to the reception.
6. The cars may NOT be decorated in any way. We do several weddings a day and the paint is delicate and expensive to repair.

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7. You should call and re-confirm every aspect of the run 48 hours in advance including cell phone numbers and addresses and contact information for the Bridal Consultant.
8. Please ask the people in your wedding party to be careful not to throw birdseed or rice inside the Rolls limo as you are leaving.
9. We have a list of suggested poses for pictures using the Rolls or Bentley Limos to give your photographer beforehand. This can be printed from our website: www.jordanlimousines.com.
10. Smoking is NOT permitted in any of our vehicles.
11. If the weather is bad on the day of your wedding, a separate photo session on a weekday at a later time can be arranged at a modest price.
12. It is against the law to use sparklers in the City of Houston. If they burn the paint on the Rolls or Classic limo, you will have to pay for the expense to re-paint.
13. If you have out-of-town guests and relatives, do not have them follow the limo to the church or reception facility. It is too distracting for the driver to keep a convoy intact and will delay the bride & groom from getting where they need to go. Instead, consider having "Designated Riders", bridesmaids or groomsmen or friends riding in personal or rental cars to help guests find the reception. You could also consider renting the Trolley for your out of town guests.
14. The cars cannot idle with the air conditioners running for extended periods of time, anytime of year--- but especially during the very hot months.
15. **HURRICANE POLICY:** No cash refunds. We will work with you on re-scheduling your event. You are strongly advised to purchase wedding cancellation insurance. (wedsafe.com, protectmywedding.com, nasep.com)
16. If you have not already done so, please go to our website at www.jordanlimos.com and read "Wedding Tips". We think you will find the information most helpful.

Thank you for choosing Jordan Limousines. Many years from now, we know you will fondly recall that the first few minutes of your marriage were spent riding in a Rolls Royce or Bentley Limousine.

Deposit of \$ _____ due now. Balance of \$ _____

Due in office by _____.

I have read, understand, and will comply with the provisions stated above.

Name (printed) _____

Signed: _____

E-Mail

Address: _____

TODAY's DATE: _____ Date of EVENT: _____

CAR (Vehicle) RESERVED: _____

Please sign and return to:

Jordan Limousines

P O Box 640 Kemah TX 77565-0640

Scan and send to jordanlimousines@aol.com or Fax to (713) 893-0208