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## PROM CONTRACT

Reservation #  Type of Vehicle (circle): SEDAN LIMOUSINE MB SPRINTER LIMO BUS  
 Event Date  Maximum # of Passengers (circle): 4 8 9 10 12 14  
 School  City

Responsible Party: \_\_\_\_\_ Student's Name: \_\_\_\_\_  
 (\*MUST be at least 25 years of age & have a valid credit/debit card in his/her name\*)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

### INITIAL PICK-UP/DROP OFF INFORMATION

Pick-Up Time: \_\_\_\_\_ 1st Pick-Up Address: \_\_\_\_\_ City: \_\_\_\_\_

# of Passenger(s) at Initial Pick-Up Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Multiple Pick-Up Locations **BEFORE** the event?  NO  YES **If YES, please complete the information below:**

Address	City	# of Passengers to Pick-Up	Contact Name	Phone
2.)				
3.)				
4.)				

Multiple Stops **BEFORE** the event?  NO  YES **If YES, please complete the information below:**

Place to Stop (Business, Restaurant, Etc.)	Address	City
2.)		
3.)		
4.)		

Event Venue Name/Address: \_\_\_\_\_ City: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Do you want the Chauffeur to WAIT for passenger(s) after the event is over?  NO  YES **If YES, please complete the following:**

### FINAL DESTINATION INFORMATION

1st Drop Off Address: \_\_\_\_\_ City: \_\_\_\_\_

# of Passenger(s) to Drop Off at 1st Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Multiple Drop Off Locations **AFTER** the event?  NO  YES **If YES, please complete the information below:**

Address	City	# of Passengers to Drop-Off	Contact Name	Phone
2.)				
3.)				
4.)				

Multiple Stops **AFTER** the event?  NO  YES **If YES, please complete the information below:**

Place to Stop	Address	City
2.)		
3.)		
4.)		

FINAL Drop Off Address: \_\_\_\_\_ City: \_\_\_\_\_

# of Passenger(s) to Drop Off at FINAL Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROM PACKAGES (select one)**

- SEDAN** (1-4 passengers)      \$65/hour + 10% gratuity; 5 Hour Minimum (with 10% gratuity) = **\$357.50**
- LIMOUSINE** (1-8 passengers)      \$120/hour + 10% gratuity; 5 Hour Minimum (with 10% gratuity) = **\$660.00**
- SPRINTER** (1-12 passengers)      \$160/hour + 10% gratuity; 5 Hour Minimum (with 10% gratuity) = **\$880.00**
- LIMO BUS** (1-14 passengers)      \$160/hour + 10% gratuity; 5 Hour Minimum (with 10% gratuity) = **\$880.00**

**Please initial the following policies, stating that you agree:**

- \_\_\_\_\_ Additional overtime will be charged at the all-inclusive rate for every 15 minutes beyond the 5 hour minimum, as follows:  
Sedan = \$17.88/15 mins, Limousine = \$33.00/15 mins, Sprinter = \$44.00/15 mins, Limo Bus = \$44.00/15 mins.
- \_\_\_\_\_ A pre-paid deposit of **\$100** is due upon booking, which secures the vehicle and date selected. The deposit will be applied  
toward the remaining balance, unless the reservation is cancelled (see Terms & Conditions).
- \_\_\_\_\_ A valid credit/debit card with the Responsible Party's name will be required upon booking, even if paying with cash or  
money order.
- \_\_\_\_\_ Remaining balance will be charged to credit/debit card 24-48 hours before the date of the reservation. If paying with  
cash, the remaining balance should be paid no less than 7 days before date of reservation. If paying by check, the  
remaining balance should be paid no less than 14 days before the date of reservation.
- \_\_\_\_\_ Travel time will be charged for initial pick-up and/or final drop-off outside of Lafayette Parish. This means that your  
reservation time BEGINS/ENDS when the Chauffeur leaves/returns to the Limousines Ltd. facility.
- \_\_\_\_\_ The total balance due for the reservation, according to the payment terms above, is \$ \_\_\_\_\_.
- \_\_\_\_\_ Preferred method of payment:       Credit/Debit Card       Cash       Check       Money Order

**PASSENGER INFORMATION**

**The information below must be filled in completely:**

Passenger's Name	Passenger's Cell Phone	Name of Parent/Responsible Party	Parent/RP Phone

**TERMS & CONDITIONS**  
**LIMOUSINE SERVICE FOR MINOR PASSENGERS**

**All parties entering into this contract – including Limousines Ltd., all passengers, and parents/responsible parties – agree to the following:**

The customer(s) renting the vehicle(s) are responsible for viewing the vehicle(s) before reserving them. Each vehicle has a maximum passenger capacity, which is strictly enforced. If passengers attempt to overload the vehicle, and the vehicle is damaged, the contracted party will be billed for the damages. The chauffeur reserves the right to deny any extra, unaccounted passengers from getting onboard the vehicle. At no time during the course of service will individuals, not entered on page 2, of this agreement be permitted access to or transportation in the vehicle or its compartments. It is unlawful for a minor to possess or consume alcoholic beverages. Limousines Ltd. strictly enforces State and Federal Laws and maintains a zero-tolerance compliance policy that no alcoholic beverages can be consumed or used by any person not of the legal drinking age of 21 years. There will be no alcoholic beverages or illegal substances transported in the passenger compartment or carried in the trunk or another locked compartment of the vehicle. Chauffeur retains the right to examine all bags or parcels to be placed in the vehicle to determine if they contain alcohol or illegal substances. If it is determined at any time, that any passenger(s) is/are found to have in their possession, or have been, at any time during the course of service, consuming alcohol or an illegal substance, the service shall be terminated immediately. Parent(s)/Responsible Party will be required to pick up the minor(s). Chauffeur shall retain the option of returning to point of pick-up or ending the service at the point of infraction. If termination results, all money shall be forfeited, and parent(s)/responsible party will be notified. There will be NO SMOKING in the vehicle. The divider window will remain open at all times allowing supervision by the chauffeur. Limousines Ltd. does not condone the hiring of our vehicles for illegal purposes, and we assume no responsibility for any illegal action by our passenger(s).

A pre-paid deposit of \$100 is due upon booking and is non-refundable, even if the reservation is cancelled prior to the date of event. Cancellations must be received in writing by the person whose name appears on the contract; cancellations over the phone are invalid. If notice of cancellation is given by the customer less than 24 hours before the scheduled reservation, a \$50 cancellation fee applies. If notice of cancellation is given by the customer less than 2 hours before the scheduled reservation, a refund for the reservation will not be given. If the customer requests a vehicle downgrade less than 48 hours before the scheduled reservation, a \$100 surcharge fee may apply. The remaining balance for the reservation will be charged to a credit/debit card 24-48 hours before the date of the reservation. If paying with cash, the remaining balance should be paid no less than 7 days before the date of the reservation. If paying by check, the remaining balance should be paid no less than 14 days before the date of the reservation. If cash or check payments are not received in accordance with payment terms, the reservation will be CANCELLED. The quoted charges, which include a standard 10% gratuity for the Chauffeur, are based on the estimated service times provided by the customer. Travel time will be charged for initial pick-up and/or final drop-off outside of Lafayette Parish. This means that the reservation's time begins and/or ends when the Chauffeur departs/returns to the Limousines Ltd. facility. Supplemental charges will be owed for any overtime, which is billed in 15 minute increments, and will be charged to the credit/debit card on file once the reservation's invoice is finalized. Customer agrees to pay any additional hourly charges and Chauffeur gratuity, prorated in 15 minute intervals, for any overtime charges exceeding agreed upon contracted time in original reservation, based on the stated hourly rate of the vehicle reserved. The credit/debit card holder gives Limousines Ltd. permission to authorize the credit/debit card information on a third-party credit/debit card processing website. The customer agrees that it is not necessary to obtain a signed credit card receipt, as most reservations are completed via phone, fax, or email. If the credit/debit card is declined, Limousines Ltd. has a legal right to collect the money owed in court.

**AT THE CHAUFFEUR'S DISCRETION, THE RESPONSIBLE PARTY AGREES TO BE FULLY LIABLE FOR ALL CHARGES THAT MAY INCUR.**

- (1) \$700 per damaged seat, \$500 for damaged carpet, \$750 per damaged mirror
- (2) \$150 minimum for extensive clean-up (spills, etc.), \$50 for gum in carpet clean-up
- (3) \$250 shampoo and disinfecting the interior (due to sickness), \$150 detailing and wax for exterior (due to sickness)
- (4) \$500 minimum for each burn hole, rip, or tear to upholstery
- (5) \$500 minimum for each act of vandalism
- (6) \$3,000 if the opening of the vehicle door by someone other than Chauffeur causes damage to another vehicle or stationary object
- (7) Triple charge of the above listed amounts for all removed or stolen items from the vehicle
- (8) Limousines Ltd. recommends that all and any personal valuables be removed from the vehicle when customer is not present. Limousines Ltd. will not be held liable for any lost, stolen, or damaged articles.

Since Limousines Ltd. offers high-tech equipped vehicles, sometimes heat and excessive use of power-operated equipment may be subject to temporary failure. This will not interfere with the safety of the vehicle itself, and, therefore, will have no effect on continuing the reservation. Limousines Ltd. guarantees that all of its vehicles are continuously inspected and maintained to keep the highest possible standards, and eliminate such failures as much as possible. Limousines Ltd. agrees to provide the requested vehicle as offered in the contract, but maintains the right to upgrade the vehicle or switch the reserved vehicle to one of equivalent value in the cases of emergency, breakdown, accident, etc. In such circumstances, no additional charges will be incurred by the customer if the vehicle upgrade is made without the customer's request. If vehicle switching or upgrade is made as a result of an emergency, breakdown, accident, etc., the customer agrees that such event will not affect the contract and/or payment of the terms of the contract. The customer, therefore, accepts that a replacement vehicle may be substituted if the original contracted vehicle becomes unavailable/inoperable for any reason.

It is the goal of Limousines Ltd. that customers have a fun and memorable time! We hold our Chauffeurs to very high standards, and pride ourselves on our ability to provide impeccable customer service. Your Chauffeur is a professional who will assist you with any questions you may have, so feel free to ask him/her. Should you have any problems or be dissatisfied with your experience, please call our office immediately at (337) 896-8966 to express your concerns.

Services cannot be provided until this contract is signed, and all passenger information has been completed. This contract must be returned to Limousines Ltd. either in person or via mail, email, or fax. In the event of any changes to the itinerary, please contact the office immediately; the phones are answered 24 hours a day. Once this contract is signed, it cannot be cancelled. If you decide not to use our services, a refund of the deposit and monies paid will be determined based on the cancellation policy stated above. The undersigned agrees that he/she understands and is satisfied with the terms and conditions stated above. If Limousines Ltd. is unable to meet the above guarantees or contracted terms due to circumstances beyond our control, including, but not limited to, severe weather, storms, any other acts of God, traffic congestion, road closures, accidents, flight delays, weather delays, etc., we will use our best efforts to notify the customer of these circumstances and resulting delays or changes. Limousines Ltd. reserves the right to terminate any reservation without refund if the Chauffeur or the Dispatcher on duty feels that the customer and/or passenger(s) is putting the Chauffeur, the vehicle, or the customer and/or passenger(s) in danger of injury, or if the customer and/or passenger(s) is in possession of any illegal material and/or substances. In the case of non-payment or any dispute of charges, the undersigned agrees and fully authorizes Limousines Ltd. to use the credit/debit card on file to cover outstanding charges. If the credit/debit card is declined, Limousines Ltd. reserves the right to pursue legal action. The undersigned understands these terms and conditions and fully agrees to them by signing below.

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date