

GENERAL RULES AND REGULATIONS

- 1. AVAILABILITY OF EQUIPMENT:** Changes named herein are based on vehicles being furnished of sufficient seating capacity to accommodate the chartering party. All charges, unless accepted in advance, are subject to the carrier's ability to supply equipment.
- 2. NUMBER OF PASSENGERS:** Carrier will not accept for transportation passengers in excess of the seating capacity of the vehicle.
- 3. BAGGAGE:** Baggage will not be checked and will be the responsibility of the chartering party. Personal baggage, musical instruments, athletic equipment and other paraphernalia necessary for the purpose of the trip shall be transported without additional charge but shall be limited to the space available.
- 4. SPECIAL CHARGES:** To the charges named herein will be added any federal, local or other taxes in effect at the time the chartered services are rendered.
- 5. PAYMENT OF CHARGES:** All charges will be assessed against and/or collected from the person or organization in charge of the group chartering the vehicle. Carrier reserves the right to collect all charges before departing from point of origin.
- 6. CONDUCT OF PASSENGERS:** Carrier reserves the right to refuse to transport any person under the influence of liquor or drugs, or whose conduct is such as to make him or her objectionable to other passengers.
- 7. ACCIDENTS AND DELAYS:** The carrier will not be liable for delays caused by accidents, breakdowns, bad road conditions, snow storms or other conditions beyond its control and when such conditions prevail, does not guarantee to arrive at or depart from any point at any specific time. If conditions over which carrier has no control, such as weather, road conditions, or Acts of God makes

it, in the opinion of the carrier, inadvisable to operate service, either from the point of origin or at any point in route. The carrier shall not be liable therefore, or be caused to be held for damages for any reason whatsoever.

- 8. WAIT TIME AND OVERAGES:** When, upon request of the charter party, stopovers are made, or time is consumed in boarding, the applicable hourly rate for the vehicle ordered will be charged.
- 9. TRAVEL TIME AND GARAGE HOURS:** Pickup time starts at pickup location for pickups within the company's service area, and drop-off time is the ending time for drop-offs within the company's service area. Travel time is added if pickups and /or drop-offs are located outside of the company's service area. Garage time is added for any vehicles requiring a Garage time needed to clean, refuel, and safety check each vehicle. The service area is defined as being within the Washington, DC "beltway".
- 10. CANCELLATION POLICY:** All cancellations for transfers booked in a Sedan or SUV must be received 2 hours prior to contracted start time to avoid forfeiture of 100% of the estimated trip total. Vehicles booked for 3 hours or greater require a 50% deposit at time of booking that becomes non-refundable 48 hours prior to contract start time. If customer cancels less than 2 hours of contract start time, a fee of 100% of the estimated trip total will be charged.
- 11. COMPUTATION OF CHARGES:** All charges will be made on the hourly basis, except for those set forth by the rates above.

Client Signature: _____

Date: _____

CCW Signature: _____

Date: _____