



HARBOR TROLLEY

A SERVICE OF THE CITY OF GRAND HAVEN

Charter Request and Acceptance of Terms Weekends

Name of Responsible Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ (Alternate) _____

Email address _____

Group Name or Party Being Transported _____

Requested Reservation Date _____

Type of Event _____

Pick-up Time _____ Pick up Location _____

Drop-off Time _____ Drop-off Location _____

Route/Special Instructions (Please attach separate sheet or maps as required).

INVOICE AND PAYMENT: Harbor Trolley Service is billed at the rate of **\$225.00** per hour, with a two (2) hour minimum charge. A deposit of **\$150.00** is required to hold the reservation. Charges begin and end at the operations facility in Grand Haven. Based upon the information provided on this Charter Request, you will be invoiced in advance for the expected charges, which shall be pre-paid in full as a condition of the reservation. Service that extends beyond the expected times, or charges for cleaning and damages, will be assessed and billed to the responsible party after the event. Please make checks payable to the City of Grand Haven.

Terms and Conditions of Charter Service:

1. Reservation becomes effective when payment in full is made and accepted.
2. Reservations not paid 30 days in advance cannot be guaranteed.
3. It is the responsibility of the customer, not the driver, to be aware of the time so as not to incur added charges. Service that extends beyond the expected times will be assessed and billed to the responsible party after the event.
4. Decorations must not interfere with the drivers view, or deface trolley finish, and must be removed by you after the function. No tape or tacks of any kind may be used. Any extraordinary cleaning will be charged to the responsible party at the hourly rate.
5. Alcoholic beverages are permitted on board provided guests are of legal drinking age. Only cans and plastic bottles are permitted. Glass bottles, or kegs are not allowed. Smoking is prohibited on the trolley.
6. Vehicle damage caused by the rental party will be charged to the person signing this contract.
7. No refunds for rentals not canceled 30 days in advance.
8. If a scheduling error is made or the vehicle experiences mechanical failure, and we are unable to provide a replacement, you are entitled only to a refund of money paid.
9. All charges are computed from the time the vehicle leaves the operations facility until it returns.
10. To the extent allowable by law, your group or party agrees to indemnify and hold harmless the City of Grand Haven and any of its officers or employees from any claim, demand, or suit whatsoever, whether based upon personal injury, including death, or property damage, or otherwise, which relates in any way to services provided. By signing below, you warrant that you have authority to bind the group or party to the terms and conditions.

Please sign that you have read this form and agree to all conditions.

Signature of the Responsible Person _____ Date _____

Print Name _____