

Southern Lights Limousine /  
 Sugar Creek Carriages  
 931-729-7107 / 615-983-2303

# SPECIAL EVENT CONTRACT

Full Name for Reservation: \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_  
 Contact Person & Phone: \_\_\_\_\_  
 Phone # for event day: \_\_\_\_\_

Initial Pick-up Address: \_\_\_\_\_  
 Destination Address: \_\_\_\_\_  
 Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_  
 Hours: \_\_\_\_\_ From: \_\_\_\_\_ A.M. / P.M.  
 To: \_\_\_\_\_ A.M. / P.M.

# Passengers	Vehicle		Time		Rates & Fees								Total Charges	
	Capacity	Type	From	To	Mileage to Event			Time			Tip			Other Fee
					# Miles	\$ per mile	Total \$	Event hours	Rate / hr	Total \$	%	Total \$		
	10	Stretched Limo												
	8	Stretched Limo												
	6	SUV												
	Horse-Drawn Carriages													
	15	Surrey												
	12	Limo Vis-à-Vie												
	9	Limo Vis-à-Vie												
	8	Trail Wagon												
	7	Vis-à-Vie												
	6	Stage Coach												
<b>Totals:</b>														

1. We require a minimum 50% deposit payable by credit card with the balance due *two weeks prior* to the event. **Deposits are not refundable.**
2. We confirm reservations *after* receipt of the fully completed contract and deposit.
3. Limousines and the SUV may be chartered for a 2 hr. minimum. Carriages require a 1 hr. minimum
4. We verify unavoidable cancellations before we issue unused service vouchers. We determine if a cancellation can be authorized for acts of God and other unavoidable circumstances.
5. We require full payment for reservations not properly cancelled.
6. We will bill your credit card for excessive damages and cleaning of the vehicles above normal wear and tear.

### Credit Card Information

Circle One	Visa	Master Card	Discover	Am. Exp.
Expiration Mo / Yr	3 digit number on back			
Card Number				
Name on Card				
Billing Address				
City/state/zip				
I certify that I am at least 18 years of age. I have read, and agree to abide by all terms specified above. I acknowledge this as a legal and binding contract document.				
Signature				date

Sugar Creek Carriages / Southern Lights Limo  
 Authorized Signature

Date

