

## HIRE AGREEMENT/INVOICE

BOOKING Ref. No. ....

### HIRER

Name .....

Address .....

.....

..... Post Code .....

### BOOKING DETAILS

Type of Vehicle  Day

Pick Up Time  AM  PM Date of Hire

Drop off Time  AM  PM Party size

No. of Pick ups  Limo to stay with customer

Address .....

.....

Telephone Number .....

Journey To .....

Return Pick up Time  AM  PM No. of Drop offs - Pick Up's

Return Drop off Time  AM  PM Price Per Drop - Pick Up

Return Pick Up Address .....

.....

### CREDIT CARD DETAILS

Card No. ....

Start Date ..... Expiry Date .....

Type of Card .....

Issue No. .... Security No. ....

Name .....

Address .....

..... Post Code .....

## A Touch of Class Limousines UK Ltd



EDINBURGH - CREWE - BRIGHTON  
NEW YORK - LONDON - GLASGOW

MEMBER OF THE NO.1 LIMOUSINE CLUB

HEAD OFFICE & SHOWROOM  
1b PACE MANOR • BROOKSIDE  
BELLBROOK INDUSTRIAL ESTATE  
UCKFIELD • EAST SUSSEX • TN22 1YA  
TEL: 08000 192 242  
[www.atouchofclass.org.uk](http://www.atouchofclass.org.uk)  
[www.hummers4hire.com](http://www.hummers4hire.com)

### PLEASE READ THIS

Any deposits paid are strictly non-refundable. All cancellations must be put in writing, to A Touch of Class Limousines UK Ltd, 1b Pace Manor, Brookside, Bellbrook Industrial Estate Estate, Uckfield, East Sussex, TN22 1YA, at least 21 days prior to the hire date. If a cancellation is not put in writing 21 days prior to hire date the full amount of hire will be due.

Please make all cheques payable to:- A TOUCH OF CLASS LIMOUSINES and post to our Accounts Dept. at the above address.

Vehicle rental includes all tolls, fuel etc.

Gratuities are not included in the hire fee and this is left at the customer's discretion.

If you require any special requests we will be pleased to try and accommodate you.

Due to licensing and insurance restrictions, all vehicles are deemed to be NON SMOKING.

Due to our busy schedules it would be appreciated if agreed departure times are adhered to. In the event of delay, our driver will notify you of his arrival. A 30 minute period will then be allowed, after which time our company regulations will require him to depart. Extension to any booking will be at the driver's discretion, and any agreed extension will be at our normal hire rates, which will be payable at that time, to the driver in cash.

IT IS A CRIMINAL OFFENCE FOR ANY PERSON TO SELL OR PROVIDE ALCOHOL TO A PERSON WHO IS UNDER THE AGE OF 18 YEARS OLD ANYWHERE. OUR COMPANY HAS A POLICY OF ZERO TOLERANCE TO ANY ILLEGAL DRUGS.

## PLEASE SIGN AND RETURN

Hirers Signature .....

Please Print Name .....

Date of Signing .....

Email .....

Please send FULL AMOUNT/DEPOSIT by return of post

### DRINKS

Please see attached form for a comprehensive list of alcoholic and soft drinks available. Please note that prices on drinks are subject to V.A.T. @ 17.5%.

Booking Ref No.....

Booking Date.....

Source .....

### Hire Charge

£ .....

Drinks (inc vat@17.5%)

£ .....

### Deposit Required

£ .....

### Balance Due

£ .....

(Cash only if paid on day of hire)

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### HIRER

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Address .....

.....

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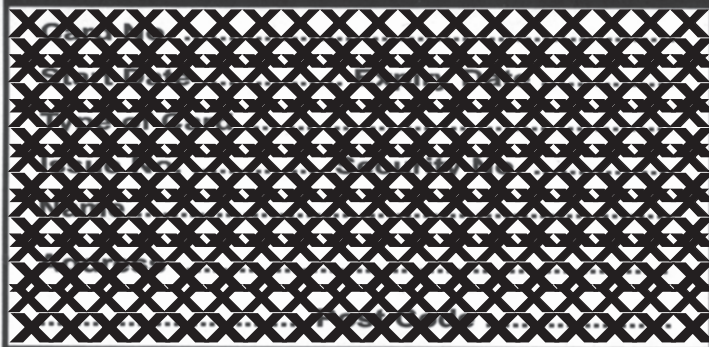
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Return Drop off Time  AM  PM Price Per Drop - Pick Up

Return Pick Up Address .....

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Booking Ref No.....

Booking Date.....

Source .....

### Hire Charge

£ .....

Drinks (inc vat@17.5%)

£ .....

### Deposit Required

£ .....

### Balance Due

£ .....  
(Cash only if paid on day of hire)

## TERMS AND CONDITIONS OF HIRE

Hereafter A touch of Class Limousines UK Limited, shall be known as The Company and the person named overleaf, and/or the person signing the confirmation shall be known as the Hirer. It will be deemed that The Hirer accepts responsibility by himself/herself for every person in his/her party and fully agrees to the conditions of hire as follows:

- 1a Any deposits paid are strictly non-refundable. All cancellations must be put in writing, to A touch of Class Limousines UK Ltd, 1b Pace Manor, Brookside, Bellbrook Industrial Estate, Uckfield, East Sussex TN22 1YA, at least 21 days prior to the hire date, and must be posted with recorded delivery. If a cancellation is not put in writing 21 days prior to hire date the full amount of hire will be due. Any cancellations within 21 days of hire, full payment will be due.
- 1b At the time of booking / When deposit is taken, the hirer is entering a legally binding, verbal agreement with the Company.
- 2a No responsibility can be accepted for adverse weather conditions (i.e. snow, flooding, etc) which may cause delay or cancellation of a booking by the company
- 2b No responsibility can be accepted for adverse traffic conditions which may cause late arrival either to the first pick up address or indeed to the arrival venue, but all necessary re-routing will be duly undertaken wherever possible to ensure we arrive at our destinations as soon as physically possible.
- 3 Whilst every effort is afforded to the service ability of the vehicles, no responsibility can be accepted for mechanical, electrical or material breakdown howsoever caused, In this unlikely event, every effort will be made for the immediate repair to the vehicle so that the journey can continue, or The Hirer will be transferred to another vehicle/s Note: In the event of condition 3 and 4 or any other breakdown and/or accident, no responsibility will be accepted for missed connections and/or functions, howsoever caused.
- 4 In the event of a breakdown or accident to the vehicle booked during the booking, the Company will not take any responsibility for events missed, but will make every effort to get a replacement vehicle as soon as possible. In the event of a breakdown or accident to the vehicle booked, prior to the date of booking, every effort will be made to supply an alternative vehicle at the discretion of the Company. Note - that at no time can the Company guarantee colour of limousines booked if vehicles suffer mechanical/electrical breakdowns.
- 5 The company reserves the right at any time to change, replace or renew the vehicle/s booked or advertised in order to maintain the Company's high standard. The Company will make every effort to replace the said vehicle with a vehicle of the same type and colour as originally booked, but cannot guarantee this. The Hirer would be duly notified in these circumstances.
- 6 The consumption of food or food products and the such like is not permitted inside the vehicle.
- 7 The supply of alcoholic drinks by the company may only be consumed within the vehicle and must not be removed from it at any time. Hirer's are not permitted to supply their own drinks unless by special arrangement with the Company, whereby a fee of £30.00 per vehicle is charged.
- 8 The Hirer shall be fully responsible and liable for any damage caused both inside outside the vehicles by the Hirer or any member of his/her party, howsoever caused. This includes incitement to ANY Third Party which results in damage to the vehicle or its contents. The Hirer will agree to be liable for the total retail cost of the repair and the location of the repairer will be determined by the company. In addition, The Hirer will be liable to pay to the Company a fixed daily rate (determined by the company) while the vehicle is out of commission for such repairs, plus any further incurred losses i.e. by lost bookings.
- 9 The Company or its representative (e.g. Chauffeur) reserves the right to refuse entry to the vehicle by any person/persons they deem unfit for whatsoever reason and can refuse to continue the journey if any person/persons behave in a manner which may be detrimental to other persons or to the vehicle and its contents. In this event, no refund will be given. A £150 valeting charge will be levied through misuse by THE HIRER from food, drink or illness or whatever the retail cost may be if in excess of this amount to rectify said damage caused.
- 10 Any extra requests or alterations to the booking (i.e. additional pickup points, change of venue causing extra mileage or time) not made at the time of booking/confirmation cannot necessarily be entertained, although every effort will be made to meet these requirements. Any additional pick-ups and drop-offs will be charged at £10.00 per pick-up/per drop-off and are subject to locality from the first/last pick-up and drop-off point. Extra pick-ups/drop-offs are subject to timing schedules.
- 11 Once booking is made and confirmed and deposit paid, the price quoted to the Hirer will not be subject to alteration unless there is any deviation from the details of the booking.
- 12 The Company's discretion shall be decided by the Partners of the Company at all times and their decisions will be fully binding in all matters.
- 13 Pick-up times for return journeys must be strictly adhered to. Our driver will announce his arrival and will then allow a 15 minute period for embarkation into the vehicle after which our company regulations will require him to depart.
- 14 THE HIRER is liable for all glassware breakages at a replacement cost of £5 per glass.
- 15 Due to insurance restrictions/licensing authorities, our limousines have been designated NON SMOKING. Any infringement of this policy will deem the rental invalid and all moneys paid will be forfeited and the rental terminated immediately.
- 16 Any over run booked time must be paid for at the time of rental in cash (full hours only).
- 17 There is a 3% surcharge on any monies paid to the Company via credit card.
18. To make a complaint to the Company, you must put your complaint in writing and send by recorded delivery to:  
1b Pace Manor, Brookside, Bellbrook Industrial Estate, Uckfield, East Sussex, TN22 1YA. We will not accept complaints either by telephone or by email. Upon receipt of your complaint, the Company will then forego an investigation, and respond to you within 7 working days of the complaint received.