

RESERVATION SHEET/CONTRACT

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Event Date _____



Names (bride and groom, company): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Fax Phone: _____ Email: _____

Photographer Name and Phone Number: _____

Wedding Consultatnt Name and Phone Number: _____

How Did You Hear About Us? _____

Chapel Name: _____ Ceremony Time: _____

Address: _____ City: _____

Reception Location: _____ Reception Time: _____

Address: _____ City: _____

Circle Carriage Choice: White Vis-à-Vis Blue Vis-à-Vis Victoria Cinderella
Trolley Trolley and Carriage Combo Wagonette

Boarding Time: _____

Boarding Local (in front of church, at front gate etc.): _____

Name of Contact Person Day of Event: _____

Phone number (good on the day of event; number I can call if I need to contact you on
your event day): _____

Price: _____ Reservation fee: _____ Check Number: _____

PAYMENT AGREEMENT AND TERMS

One-third (1/3) down at time of booking, which is non-re-fundable. Balance is to be paid in full two weeks prior to date of event unless other arrangements are made.

Cancellations less than fourteen days before the event will be billed for remaining balances. Cancellations must be in writing; use of certified mail or of a service such as Fed Ex is advised. Telephone calls will not be accepted as proof of cancellations to protect you the customer as well as Vintage Carriage Company

Rain dates are available as Vintage Carriage's calendar permits. All carriages have roofs that can be put up in the case of rain. The wagons and santa sleigh do not have roofs. If on the day of the event, in the best judgement of the driver it is not safe to proceed because of rain, the carriage service will be canceled and if a mutually agreeable date can not be arranged you will not be responsible for the balance of the cost. Any previously paid balance minus \$50.00 will be refunded within ten (10) working days.

Jobs of three (3) hours or more need to allow for a break time of fifteen (15) minutes every hour for horse(s). As well as a one half (1/2) to one (1) hour break, depending on total hours, as a lunch or dinner break for horse(s) and driver(s).

All jobs booked are priced on time needed for event with a minimum charge for first 2 hours use. All start times are based on boarding time stipulated in the contract. Whether, this is the time we start bringing in guests, are needed for pictures or are to pick up bridal party members this is when our clock starts as per contract, unless notified twenty-four (24) hours in advance.

If job requires extra time not allowed for there is an overtime charge of one hundred fifty (\$150.00) dollars per hour for each vehicle or in the case of a horse for Indian weddings the horse.

We try to provide you with clean and neat Driver(s), Horse(s), and Equipment to be as professional as possible. Due to the unknown factors of Horse(s) such as lost of a shoe(s), etc., we cannot promise a certain Horse(s), but will do so to the best of our ability.

Tips for Driver(s) and Groom (driver's helper) should be given to him or her directly, as they are not included in the price of the event, but are greatly appreciated.

I have read the above contract fully and agree to all the above and understand all terms or the contract

Signature of Authorized Person(s)

_____		_____
Name		Date

Address		

City	State	ZIP
_____		_____
Area Code	Phone Number	

THANK-YOU FOR YOUR BUSINESS AND FOR USING

VINTAGE CARRIAGE COMPANY

