



## Charter Information

**\*\*\*PLEASE COMPLETE ONE DOCUMENT FOR EACH VEHICLE BOOKED\*\*\***

Rental Date:

Day of the Week:

# of Hours:

# of Passengers:

Type of Vehicle:

Start Time/End Time:

Full Name:

Contact Number:

Email Address to send confirmations and receipts:

**Initial Pick-up Address:**

**Stop #1:**

**Stop #2:**

**Stop #3:**

Additional stops can be written on the back of this document or in an email.

**Drop-off Location:**

Total Contracted Price: \$

Security Fee (if alcohol will be on board within Chicago Limits):

30% Non-refundable Deposit to be paid: \$

Balance after Deposit is made: \$

**\*\*Balance is due in full two weeks prior to the reservation date. If we do not receive payment, balance will be charged to below credit card \*\***

Credit Card Number:

Expiration: \_\_\_\_/\_\_\_\_ CV2:

Full Name as it appears on Card:

Billing Address:

**By signing this document, I agree the above information is correct and I authorize Empire Limousine/Windy City Trolley to charge the above amounts to the credit card I provided. I understand that any/all deposits are non-refundable.**

Authorized Signature for Card: \_\_\_\_\_

**You will receive an official confirmation within 2 days of this booking.**