

# BG Limousine Service

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## EVENT CHARTER/PROM CONTRACT

Print and complete this form and fax to 847-394-2295 (fax)

Event \_\_\_\_\_ Event Day \_\_\_\_\_ Date \_\_\_\_\_  
Total Number of Hours: \_\_\_\_\_ ( 3 hours min. ) Number of Limos: \_\_\_\_\_  
Number of Passengers: \_\_\_\_\_ Will you be splitting the time? Yes/No (circle one)  
If no split time: charter from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)  
If you will be splitting the time: Initial start and end time from \_\_\_\_\_ (am/pm) to \_\_\_\_\_  
(am/pm)  
then pick up at \_\_\_\_\_ (am/pm) and end at \_\_\_\_\_ (am/pm)

Reservation Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Initial Pick-Up Address: \_\_\_\_\_  
Initial Destination Address: \_\_\_\_\_  
Pick-up address after the split: \_\_\_\_\_  
Plans during charter period: \_\_\_\_\_  
Other details or information: \_\_\_\_\_

**Please attach additional sheets for any information you believe necessary to help us serve you best.**

\$ \_\_\_\_\_ Per Hour @ \_\_\_\_\_ Hours X \_\_\_\_\_ (# of limousines): \$ \_\_\_\_\_  
20% Gratuity: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_  
\$100.00 Non-Refundable Deposit to Reserve Vehicle(s) & Date: \$ \_\_\_\_\_  
Balance Due on Event Day: \$ \_\_\_\_\_

All special events must be guaranteed by credit card and deposit received to confirm reservations.  
All special events must be cancelled at least 2 weeks prior to event date to avoid the full charge.

\_\_\_\_ To pay deposit by check, mail form and check to 501 N Maple St, Mount Prospect, IL - 60056.  
\_\_\_\_ To pay deposit by credit card, fill in information below and fax form to 847-394-2295.

Circle one: Visa / MasterCard / American Express  
Credit Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

(CVV code is last 3 digits on back of credit card if Visa or MasterCard, if American Express—the 4 digits on front of credit card above the credit card number)

Full Name on Card: \_\_\_\_\_ Authorization Signature: \_\_\_\_\_  
Billing Address for the credit card: \_\_\_\_\_

**BG Limousine Service, Inc.**  
Business: (847) 222 6125 Fax: (847) 394 2295  
501 N Maple St, Mt Prospect, IL 60056  
www.bglimo.com