

## Contract for Service

**Charter# 3099**

Date 1/24/2014

Fax

WWU

phone 360-650-3736

Attn: Kay Lee

Galloway

Email [asvp.gov@wwu.edu](mailto:asvp.gov@wwu.edu)

Bellair Charters is committed to providing the safest, most reliable and convenient service for your group. With one of the best safety ratings in the industry and affordable pricing, I believe the price below will meet your budget without sacrificing what is most important...safety and service.

Bellair Charters is pleased to offer you the following services: (Do NOT alter the contract in any way.)

<b>Date of Travel</b>	<b>Pickup Location</b>	<b>WWU High St</b>	<b>Departure Time</b>	<b>0600</b>
2/14/2014				

<b>Destination</b>	<b>State Capitol</b>	<b>ArrivalTime</b>
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<b>Return Date</b>	<b>Pickup Location</b>	<b>State Capitol</b>	<b>Departure Time</b>
2/14/2014			
	<b>Destination</b>	<b>WWU High St</b>	<b>Arrival Time</b>
			<b>2000</b>

**Cost for Bus and Driver**                      £1190.00 <sup>one</sup> 36 passenger motorcoach

Will there be alcohol on board the bus (see rules below)?  Yes     No    **NO GLASS BOTTLES**

**Buses and prices are not guaranteed until a signed contract is on file with Bellair Charters.**  
**This Contract must be signed and returned to Bellair Charter by 1/29/2014 or contract is not valid.**

**Emergency Contact for day of Charter:** Name \_\_\_\_\_ Cell Phone# \_\_\_\_\_

<b>Extra Fees Not Included in above rate that group is responsible for</b>	Gratuity
	Fuel Surcharge

<b>2% Credit Card service fee is charged on all Credit card transactions</b>			
Credit Card # _____	Check Enclosed <input type="checkbox"/>	PO Number _____	
Exp Date: _____	Name on Card _____	3 digits on back of card _____	

# BELLAIR CHARTERS \* AIRPORTER SHUTTLE

1416 Whitehom Street, Ferndale, WA 98248

360-543-9372

FAX 360-380-1538 [www.bellaircharters.com](http://www.bellaircharters.com)

## Terms and Conditions

**Book/Cancel.** To book your charter, sign and return the contract and terms and conditions by the due date. Groups must cancel in writing 10 days in advance or will be subject to a \$100 cancel fee. Do not alter this contract in any way.

**Itinerary.** A written itinerary must be received at least seven (7) days before departure. Prices may change based on the final itinerary. Bellair will make every effort to follow your itinerary, we do not guarantee to depart or arrive any location on time. If a driver deems a place is unsafe to access, load or unload, an alternate place will need to be found. Drivers have the right to refuse driving the bus into an area they deem unsafe.

**Compliance/DOT Rules.** Safety is the number one priority for Bellair Charters. Our drivers must comply with all Federal, State and local regulations. Drivers are limited to 15 consecutive hours on duty in any one day (this includes a pre and post trip at our facilities). Of these 15 hours, a maximum of 10 hours may be actual driving. At the end of the day, or after 15 hours, drivers must have at least 8 consecutive hours off duty. If your itinerary doesn't allow for these regulations, you will need to adjust your itinerary or we will put on a 2nd driver and the cost of the charter will be adjusted.

**Charges.** Charter pricing is based on our best estimate of the services requested. Itinerary changes may result in added charges. Charters going over the booked miles and/or time may be billed for additional charges at \$3.50/mile or \$85/ hour. Charges are for bus and drivers time only. Extra fees are the responsibility of the group.

**Payment.** Full payment is due 3 business days prior to departure date unless other payment arrangements have been made and approved by Bellair Charters. Payment may be made by check, cash, visa, or mastercard. There is a 2% credit card service fee charged on all credit card transactions. If payment is not received in advance, charters are subject to cancellation or late fees.

**Gratuity.** Drivers gratuity is not included in the cost of the bus. We recommend 10-20%. Gratuity may be given directly to your driver. If you would like Bellair Charters to add a gratuity to your bill, just indicate in writing how much and Bellair will make sure your driver receives it.

**SeaTac Airport pickups.** Your group must contact SeaTac Ground Transportation (GT) by dialing 55 on the airport courtesy phone located at door 00 on the baggage claim level. GT will then release your bus from the holding lot to door 00. Bellair Charters dispatch line (360-543-9380) is available to assist you with an emergency.

**Overnight Charters.** Your group is responsible for arranging lodging for the driver(s). Each driver must have his or her own room, preferably on the other side of the hotel from the group. Please make sure the hotel you are staying at has room for our buses to park. If they don't, you will need to make arrangements for bus parking (on the street parking is not an option).

**Ferry Reservations.** When taking BC ferries, it is important to make reservations in advance, especially for high travel/busy times. On Washington State Ferries, you can only make reservations on certain routes. Bellair Charters can assist you in making these reservations. Due to the tides, we may not be able to take certain ferries.

**Alcohol Policy.** Alcoholic beverages are allowed on Bellair Charters if you inform Bellair ahead of time **and** have a banquet permit. One (1) original banquet permit per bus. For safety reasons, we do not allow glass containers on board. Bellair Charters reserves the right to refuse transportation to any person that displays aggressive behavior. Each bus must have two "designated drivers" that do not drink, with one sitting in the back and one in the front to monitor and control the group.

**Amenities.** Groups that require a DVD player, ADA accessible bus or any other amenity must notify Bellair Charters at least 24 hours in advance so arrangements can be made.

**Baggage.** Passengers are responsible for any of their personal property and baggage left or lost on the bus.

**Equipment.** Bellair Charters has the right to farm out any charter to another company to provide your service.

**Safety Rules.** Bellair requests that everyone stay seated while the bus is in motion. If you must get up, use extreme caution and hang on to the seat backs as you move down the aisle. Sitting backwards or sideways in seats can break seats or armrests so is prohibited. Smoking on the bus is not permitted.

**Cleaning/Damage.** Groups will be charged \$55 per hour for any extra cleaning (including excess trash). Any damage caused by your group (beyond normal wear) will be charged to your group.

**Unforeseen Event.** Bellair Charters is not responsible for any delays, changes of schedule or cancellations due to conditions beyond Bellair's control.

**Passenger List.** For insurance reasons, groups will need to give the driver a passenger roster or we will provide a sign in sheet that everyone must sign.

**By signing, you are agreeing to all terms in this contract and confirming the service details are correct.**

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Signature

Print Name

Date

Samantha King - Charter Coordinator  
360-543-9372  
[Samantha@bellaircharters.com](mailto:Samantha@bellaircharters.com)  
[www.bellaircharters.com](http://www.bellaircharters.com)

Kaylee Galloway  
VVUU  
2/14/2014

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