

## **Royalty Coach**

7133 N. Taft Hill Road

Fort Collins, CO 80524

Phone: (970) 493-7778, Fax: (970) 493-7773

Email: Robyn@RoyaltyCoach.com

### **Charter Bus Rental**

#### **General Policies and Procedures**

Thank you for choosing Royalty Coach for your travel! Please look over the attached information, initial, sign and return the original copies to us with the information requested. Please contact us if you have any questions. We look forward to serving you!

**Payment Terms:** Deposit is due upon acceptance of the contract and are non-refundable. Cancellations will be accepted up to the date your final payment is due, however, the deposit will be forfeited. If there are questions regarding cancellation procedure please contact our office. The quoted price is good for thirty (30) days and does not include additional hours and /or miles, changes to your itinerary, parking fees, entry fees, hotel fees or expenses incurred by the group due to adverse or unexpected conditions.

**Itinerary Policy:** For all trips a timed itinerary must be received in our office no later than five (5) days prior to departure of the trip. For multiple day trips the itinerary must conform to the DOT regulations with regard to the driver's hours in service. Any deviations from the itinerary may result in additional charges. Drivers' overnight accommodations must be in a normal hotel/motel with each driver having a separate room.

**Departure Policy:** Frequently our groups are not ready to depart when the bus arrives; this can result in additional charges. It can also result in a driver exceeding the maximum allowable DOT hours, thus requiring a relief driver. The bus will arrive an adequate amount of time before the scheduled departure to allow loading for an "On Time Departure."

**Food, Beverages, and Cleanliness:** A minimum of \$100 will be charged per bus for cleaning if the bus requires additional cleaning by the driver while on the trip or upon return to Transportation Services. Regurgitation will be charged a minimum of \$125 per instance and must be initially cleaned up by client. No charges will be incurred if the bus is left clean and orderly.

**Smoking:** Smoking is not permitted under any circumstances in any vehicle and is strictly enforced. Smoking breaks can be arranged with our office or the driver. Please inform our office of necessary breaks at least 5 days prior to departure.

**Alcoholic Beverages:** Colorado State and Federal Law prohibits the drinking of alcoholic beverages in any vehicle. The use of any unlawful narcotics is illegal, and not permitted in any vehicle. Any person appearing to be intoxicated may not be permitted to board the bus. The driver of the bus will make the determination and contact law enforcement if needed.

**Damages:** Any damages to the bus or any special cleaning that is required that is caused by the passengers will be charged to the renting party / group. Valid contact information for invoicing must be provided at least 5 days prior to departure.

**Liability:** It is understood and agreed that the performance of the service detailed in this order is contingent upon the availability of vehicles at the time the reservation is made. Baggage and all other property will be handled only at passengers' own risk and only in an amount that can conveniently be carried in the baggage compartments of the bus. We reserve the right to sublease or substitute vehicles when necessary. We will not be held liable for any delayed departure or arrivals, missed connections or cancellations, caused by conditions within or beyond our control. Including but not limited to, inclement weather, lawful authorities, accidents, miscommunications or breakdowns. In the event of a cancellation by us our liability shall be limited to a refund of payments made by the renting party. Liability of Royalty Coach and its employees is at all times herein governed and controlled pursuant to C.R.S. 24-10-101, et seq. and 24-30-1501, et seq. Renter shall be responsible for all damages and injuries caused by the negligence of Renter and/or its agents, employees or invited guests.

**Initials:** \_\_\_\_\_

**Royalty Coach**  
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(continued)

Renting Party / Group: \_\_\_\_\_ Date: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I/We agree to the above terms and to pay Royalty Coach King of the Road for the bus trip scheduled as described.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments / Instructions: \_\_\_\_\_  
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Thank you for choosing Royalty Coach. We do appreciate your business!