



KADENA ITT Bus Rental and Tour Guide Service Agreement

1 April 2019

Tel: 966-7333/ 036-868-2226 Fax: 098-939-7881
Email: itt@kadenafss.com

Customer Information

Name	<input type="text"/>	Submission Date	<input type="text"/>
Cell Phone	<input type="text"/>	Duty or Home Phone	<input type="text"/>
Email	<input type="text"/>	# of Passengers	<input type="text"/>

Tour Itinerary

Tour Date:

Driver's departure time from ITT: Driver's arrival time at ITT:

Tour details or specific instructions:		
Arrive time : <input type="text"/>	Pick up location: <input type="text"/>	Depart time: <input type="text"/>
Arrive time : <input type="text"/>	<input type="text"/>	Depart time: <input type="text"/>
Arrive time : <input type="text"/>	<input type="text"/>	Depart time: <input type="text"/>
Arrive time : <input type="text"/>	<input type="text"/>	Depart time: <input type="text"/>
Arrive time : <input type="text"/>	<input type="text"/>	Depart time: <input type="text"/>
Arrive time : <input type="text"/>	Drop off location: <input type="text"/>	Depart time: <input type="text"/>

※Drivers are not authorized unscheduled stops

Tour Options

Bus and Driver only: Hourly Rates

- Van (12 pax) \$35 per hour
- Micro Bus (20 pax) \$45 per hour
- Large Bus (45 pax) \$55 per hour

Tour Guide Fee: \$100 per tour (3-8 hrs)

Local Tickets: Yes (If yes to where:) or No

TOTAL estimated cost of service \$ **Payment Deadline:**

Conditions

- A three-hour minimum is charged for all charters due to preparation, clean up and re-fuel time.
- Prices above are based on departing from and returning to Kadena AB, additional fee will apply from other locations.
- Absolutely no alcoholic beverages allowed on government vehicles.
- A fee may be charged if additional cleaning is required due to excessive dirt.
- Cancellations must be made before noon _____ or a 3 hour minimum charge will be assessed.
- A \$30 per hour late fee will be charged when the bus is returned after the time agreed upon.
- Kadena ITT is responsible for transportation only when charters are without a tour guide.
- The undersigned customer is responsible for advance reservations, entrance fee(s) and confirming the destination's hours/days of operation. (Assistance may be requested with guided tours).
- The undersigned customer will be held responsible for the conduct of all participants and any damage to the vehicle as a result of customer misuse.
- Reservations will automatically cancel after the payment deadline if payment has not been received.
- We will contact you within 3 business days after receiving the request.

Sign at time of request submission.

(Print name), agree to the terms and conditions above.

Customer Signature Date:

ITT OFFICIAL USE ONLY:

Request accepted by:

Approved Date:

Driver:

Tour Guide:

Paid: \$

Paid Date: Receipt #:

Reservation confirmed in binder: YES/ NO

Bus Fee: _____ Guide Fee: _____ 501 Tix Fee: _____ 502 Tix Fee: _____ Other 502 Fee: _____