



# KADENA ITT

May 2025

## Bus Rental and Tour Guide Service Agreement

Tel: 966-7333/ 036-868-2226

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 :	Pick up location:	Depart time:
Arrive time :		Depart time:
Arrive time :		Depart time:
Arrive time :		Depart time:
Arrive time :		Depart time:
Arrive time :	Drop off location:	Depart time:

※Drivers are not authorized unscheduled stops

### Tour Options

Bus and Driver only: Hourly Rates

- Van (12 pax) \$40 per hour
- Micro Bus (20 pax) \$50 per hour
- Large Bus (45 pax) \$60 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: \_\_\_\_\_