



160 Miller Farm Rd, Staunton, 24401

www.classiccarriageva.com

classiccarriage2@gmail.com

Application and Contract Form

Please print and complete this **Application Form** and mail to Classic Carriage with the \$100 deposit.

Complete if these three lines are applicable:

Customer(s): _____
Address: _____
City/State/Zip: _____

Married Name(s) and Address after wedding: _____ _____
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Phone Number(s): _____ Email: _____

Date of Event: _____

Contact Person For the Day of the Event Name: _____ Phone(s): _____

Email: _____

Name and address(s) of Event: _____

Starting Time _____ Ending Time _____

- Brief description of the event that involves the Horses and Carriage (or show Wagon) with address (address of starting point and ending point) times, directions, distances, photography, etc. that will be helpful for the driver.

- Special requests that you may have of Classic Carriage services:

- How did you hear about Classic Carriage:



GENERAL CONTRACT FOR SERVICES
Read, Sign and Return to Classic Carriage

This Contract for Services is made effective as of the signing date _____ (dd,mm,yyyy), by the named above in the '**application form**' and Classic Carriage of 160 Miller Farm Rd, Staunton, 24401. In this Contract, the party who is contracting to receive services will be referred to as "Customer," and the party who will be providing the services will be referred to as "Classic Carriage".

1. **Verification:** By signing this agreement, the Client verifies that he/she has read, understands and agrees with the terms and conditions, herein. The Client further verifies that all information about the Client, Event and Event Location is correct and complete.

2. **Payment:**
 - a. The deposit is due at the time of the booking in order to reserve the date and time.
 - b. The remainder is due on or before the day of the scheduled event. In this case, this amount is to be paid in full to the Coachman prior to the start of the carriage services.
 - c. If the Client should fail to pay, when due, the balance owing to Classic Carriage, the Client shall pay an additional service fee of \$25.
 - d. If, for any reason, a check should be returned or not honored, the Client shall pay Classic Carriage an additional \$35 service charge to cover administrative expenses and bank charges.
 - e. The accepted forms of payment are cash, checks and credit cards (Note Credit Cards must be processed a week prior to the event).

3. **Overtime:** Any services that are required after the stated ending time shall be considered overtime and must be authorized by the Client or the Client's designate. The fee for overtime services shall be paid directly to the Coachman prior to such overtime service. The overtime rate is **\$100 per hour**, after the two hour limit, or the predetermined contracted agreed upon time. The length of the overtime must be negotiated with the Coachman.

4. **Travel Expenses:** Our standard rate includes mileage of up to Forty Five (45) or Ninety (90) miles round trip from Staunton and Harrisonburg. Should your event be farther than 45 miles then a \$1.50/per mile will be added to your invoice for every mile over the 45 miles one way or 90 miles round trip.

5. **Carriage Service at Location:** Safety and care for the horses is primary to providing quality service. The Coachman will not be required to follow Client's instructions if they contravene any applicable laws or any rules of the Event Location.

6. **Ownership:** This contract allows Classic Carriage the privilege of using Client photos (still or video) and/or written quotes for promotional materials only in Classic Carriages' brochures or web site. Be sure to indicate your desire on the application form.

7. **Location/Facilities:** The client shall be responsible to provide or arrange to have provided ample space and location for staging the horses and equipment. The overall length of the truck and trailer and room required to unload the carriage must be 75 or more feet. Any questions must be directed to the Coachman at least 24 hours prior to the booking.
8. **Safety:** In the event of malicious behavior or any other circumstances deemed by the Coachman to present a threat or implied threat or injury or damage to Classic Carriage equipment or horses, the Coachman reserves the right to cease carriage services. The Coachman will allow the Client ample time, not to exceed 15 minutes, to resolve the threatening situation for carriage service to resume in accordance with this Agreement. In all cases, the Client will be responsible for payment in full as well as for any resulting damage to the Coachman or Classic Carriage equipment.

At all times the safety of the horses and the riders is first and foremost. Classic Carriage reserves the right to stop or withdrawal from an event if the road conditions are deemed unsafe for the horses thus putting those riding at risk. The Coachman will also have the right to withdraw or stop an event if the horses are unable to continue due to heat, terrain, load amounts, horse soundness, and inclement weather.

9. **Cancellation:** Cancellation of services by the Client must be a telephone call or a written notice.
 - a. If, for any reason, an event is cancelled less than 3 months and more than eight weeks from the scheduled activity, 50% of the deposit (\$50) will be returned to the customer.
 - b. If cancellation occurs less than eight weeks and more than three weeks from the scheduled event, 50% of the \$500 fee (\$250 less deposit) will be invoiced by Classic Carriage.
 - c. If cancellation occurs less than three weeks from the scheduled event, the entire fee of \$500 (less deposit) will be invoiced by Classic Carriage.
 - d. In the event of inclement weather, Classic Carriage will do everything possible to provide the expected services even if the weather is less than ideal. In the event of inclement weather, Classic Carriage will keep the deposit and will make arrangements to give a two-hour ride on a special occasion within one year of the cancelled event. In this case, there would be a \$100 discount from the full rate.
 - e. Classic Carriage reserves the right to make a final call based on the safety and well being of guests, equipment and of course for the safety of the horses.
 - f. In the event that something happens to the horses (Such as sickness or lameness) or there is equipment breakdown that prevents performing contracted services, Classic Carriage will notify the Client immediately. A refund of all monies paid will be refunded.
10. **Amendment:** This Contract may be modified or amended in writing, if the writing is signed by the party obligated under the amendment. (For example: starting/ending time, location, or event date if approved by Classic Carriage)
11. **Assignment:** Neither party may assign or transfer this Contract without the prior written consent of Classic Carriage, which approval shall not be unreasonably withheld.
12. **Loss or Damage to Equipment:** The Client agrees to be fully responsible for any loss or damage to equipment that is due to attendee or guest disorderly conduct.

