

Please print in dark ink and block letters

Booking Request **Quote Request**

Company Details

Organisation Requesting Charter: _____

Postal Address: _____

Email: _____

Customer Details

Person Requesting Charter: _____

Fax: _____

Phone Number: _____

Email: _____

Contact Person on the Day of Charter: _____

Phone Number: _____

Mobile Number: _____

Charter Details

Date of Charter: _____

Number of Passengers: _____

Pick-up Time: _____

Pick-up Address: _____

Destination Address: _____

Return Pick-up Time: _____

Return Pick-up Address: _____

Return Destination Address: _____

Bus Specifications

Do you require:

- all passengers to be seated (Transport Canberra is licensed to carry standing passengers).
 an Easy Access bus (wheelchair accessible).

Declaration and Consent

- All Transport Canberra charter requests must be submitted at least 10 working days prior to the requested date of charter. Charter is confirmed once the hirer receives a booking confirmation.
- Changes to bookings will not be accepted less than three working days prior to the date of booked charter.
- The hirer acknowledges that no food or alcohol is to be taken onboard and consumed on any Transport Canberra chartered service.
- If you have not received your booking confirmation five days prior to your booking, ring Transport Canberra Charter on 6207 8047 to confirm.

Signature of person authorised to book charter: _____

Date: / /

How to lodge this form

Fax to: (02) 6207 7701 | **Email to:** TCCS.ACTIONCharter@act.gov.au

Mail to: TC Charter, GPO Box 158, Canberra City ACT 2601

Charter Operating Hours

Monday to Friday	9.30am to 2.15pm (2.15pm for standard buses and 2.00pm for articulated buses) 6.30pm to 11.00pm (completed by midnight)
Weekends and Public Holidays	By negotiation

Quotes

Verbal quotes are only regarded as an estimate.
Transport Canberra Charter will not be bound by any verbal quote given by its employees.
Written quotes are based on details provided and may be altered if itinerary changes.
Prices are subject to change without notice.

Process for Charter Bookings

- The Charter Request Form is to be signed and returned to Transport Canberra Charter via email, fax or post.
- Telephone bookings will not be accepted.
- Charter requests must be made at least 10 working days before date of the requested charter.
- Charter requests are only confirmed when hirer has received a booking confirmation from Transport Canberra Charter.
- If you have not received your booking confirmation five days prior to your booking, ring Transport Canberra Charter on 6207 8047 to confirm.
- Charter requests must be authorised by a delegated person within your organisation.
- All after hours charters must include an after hours contact telephone number, a mobile number is preferred.

Itinerary Changes

Changes to bookings will not be accepted less than three working days prior to the date of booked charter.

Cancellations

Written notice must be given for all cancellations.

- More than 24 hours notice - No charge
- Less than 24 hours notice - \$50 per bus
- No notification - Full charge of charter

Bus Damage/Vandalism

Transport Canberra Charter reserves the right to charge the hirer for any damage caused to a bus by the hirer or persons in their party. Transport Canberra Charter reserves the right to charge the hirer a cleaning fee of \$300 if the bus is returned in a state of unserviceability for the next service.

Accounts

Accounts require payment within 14 days. Transport Canberra Charter has the right to refuse to hire if previous accounts are not paid within 30 days.

Payments to be mailed to:

Transport Canberra Accounts, GPO Box 158, Canberra ACT 2601

Advanced Payment

Transport Canberra Charter reserves the right to charge an advance deposit or request full payment for a charter.