NewTown Macon
Trolley Rental Contract 2012

CLIENT CONTACT INFORMATION

_____
(Organization/Client Name)

_____
(Street Address)

_____
(City, State, Zip)

_____ _____ _____
(Telephone) (Alt Phone) (Fax)

_____
(Contact Person)

RENTAL PERIOD

Date(s)	Time (AM/PM) Arrival	Release
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of Trolleys requested: _____

_____
(Email Address)

ROUTE INFORMATION

Trolley Starting Point: _____ Trolley Ending Point: _____

Route Instructions (stops/frequency): _____

_____

Special Instructions (other needs): _____

Will the contact person meet the trolley driver at the initial starting point? □ **Yes** □ **No**

COST INFORMATION

CHECK RATE: □ **$125/hr** – General □ **$100/hr** – Nonprofit Organization
□ **$100/hr** – In combination with Terminal Station Event Rental

Three hour minimum required. Advance deposit of the three hour minimum is required to reserve the trolley. Deposit must be received no later than 10 (ten) working days in advance of rental day. Deposit is non-refundable; however the event date may be changed in the case of emergency, so long as it is approved by a NewTown Macon staff member, and if the trolley is available on the new date requested. Any balance over the three hour minimum will be charged in half hour increments and billed to the above named contact person. Any balance is due within 10 (ten) days of receipt of the invoice. Billed hours commence at contracted start time on-site and end when the trolley is released from the site. If the event site is more than 20 miles from the trolley garage, one extra hour will be charged as part of the minimum (to equal 4 hour minimum) and must be included in the advance deposit.
Checks must be made payable to: UDC Management

AUTHORIZATION

Client Acceptance:

_____ _____
(Contact Person Signature) (Date)

NewTown Macon Approval:

_____ _____
(Trolley Manager/Staff Signature) (Date)

Please return signed contract immediately to NewTown Macon, attention: Willie Nesbitt, Rachel Staffins, or Hal Baskin. Payment of the three (or four—see above) hour minimum may be included or, if desired, paid to and received by NewTown Macon no later than 10 (ten) working days before the rental date. **Checks must be made payable to: UDC Management**. Payment by credit card is not available at this point in time.

NewTown Macon ▪ 479 Cherry Street ▪ Macon, Georgia 31201-3320
Phone: 479-722-9909 ▪ Toll Free: 866-595-8808 ▪ Fax: 478-722-9909 ▪ www.newtownmacon.com