



## **SPECIAL EVENTS TROLLEY AGREEMENT**

Thank you for choosing “Milly” the Trolley to be part of your special day! We want your event to be as enjoyable and hassle-free for you as possible. To help us have a seamless transaction, please take a moment to review the following information regarding our policies on usage, deposit, payment and cancellation. You are welcome to contact us with any questions, or for more information.

### **GUIDELINES**

- Per code, a maximum of 24 guests may board the trolley at one time.
- Event rentals may be no less than two hours and may not exceed a six-hour maximum
- The trolley may only transport within a ten-mile radius of Visit Milledgeville. (200 W. Hancock St, Milledgeville, GA 31061)
- The trolley may be used to transport the primary rental group (Bridal party, prom attendees) but may not act as a mass shuttle service.
- Only drivers authorized and insured by Visit Milledgeville are allowed to drive the trolley.
- No food or beverage will be allowed on the trolley and there will be no smoking on the trolley at any time.
- There are no seatbelts, riders must accept the risk when riding.
- The driver has the authority to remove anyone who may put themselves or others in danger during the ride.

### **PAYMENT POLICY**

Rental fees for the Trolley are \$175.00 per hour with a two-hour minimum and a six-hour maximum rental. To confirm and guarantee a booking, we require a deposit payment of at least 50% of the total rental cost. Until a deposit is paid, the booking is not considered guaranteed. This means that we will not hold the trolley for your use and will not arrange for a driver for your special event.

Upon paying the deposit and submitting a signed agreement, Visit Milledgeville staff will book a driver and work with you to determine your timing and route specifics. The remaining balance and final schedule details are due one month prior to the scheduled event date. Upon final payment, Visit Milledgeville staff will connect you directly with your special event driver to finalize any remaining logistics.

### **CANCELLATIONS**

If your booking is canceled 14 days prior to the event date, you must provide written (emailed) notice to Visit Milledgeville staff. Upon cancellation, you will be reimbursed 100% of your payment. If less than 14 days' notice is given for a cancellation, 50% of the deposit may be considered forfeited and may not be reimbursed.



**ADDITIONAL FEES**

Please note that our staff reserves the right to charge an additional \$50- \$75 fee for any excessive cleaning that must take place on the trolley as a result of your event.

Our trolley is a treasure to the City of Milledgeville and Visit Milledgeville, we thank you in advance for helping us to treat it that way! As a reminder, no food, drinks or smoking is allowed on the trolley at any time.

PRIMARY CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

PURPOSE OF RENTAL: \_\_\_\_\_

EVENT ADDRESS: \_\_\_\_\_

I UNDERSTAND THE POLICIES OF THE TROLLEY RENTAL

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Kimberly Brown*

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