



REQUEST FOR CHARTER BOOKING FORM

NAME: _____ DATE: _____
ADDRESS: _____ CITY: _____ PC: _____
CONTACT PHONE NO. _____ EMAIL: _____
INVOICE TO: _____

DATE(S) REQUIRED: _____ PICK UP TIME REQUIRED: _____
HOW MANY HOURS WILL THE CHARTER BE REQUIRED: _____

WILL THE CHARTER BE COMPLETED IN 2 PARTS? YES / NO
(if yes please list the pick-up times and locations separately)

DESTINATION: (if there will be multiple stops please list all stops)

OF PASSENGERS: _____ RETURN TIME: _____

RETURNING DESTINATION: _____

SPECIAL INSTRUCTIONS: _____

Please fill in the above information and email to transit@sarnia.ca. Your request will be processed within two working days and you will be contacted to confirm availability, cost of charter and booking # for payment. On the date of your charter if you have any immediate questions or concerns please call the Transit Supervisor @ 519 464 3444.

FOR OFFICE USE

Assigned Driver: _____

OF BUSES REQ. _____ BUS #: _____

PRICE: _____ REQUEST RECEIVED BY: _____

Things to consider when booking a charter with Sarnia Transit

1. Charters are \$110.00 per hour + tax with a minimum charge of \$155.00 + tax
Additional Charge for Sunday's and Statutory holidays \$6.00 per hour
(1 round trip – one pick up with one destination with no extra layover time \$155.00 + tax)
2. Charters should be booked 2 weeks in advance but last minute charters can sometimes be accommodated. Please note July and August are busy months and you may want to book your charter request as soon as possible.
3. All charters must be paid in full prior to the scheduled charter date. Sarnia Transit will contact you to confirm any details and provide you with a booking number that you will use to make payment in the Customer Service department at City Hall.
4. Buses must be able to pull in & out of all locations without having to reverse
5. There is no smoking or alcohol permitted on the bus
6. All locations must be within Sarnia's City limits (LaSalle Line & Mandaumin Rd)
7. If your charter goes over the scheduled time allotted you will be responsible for the extra charges incurred and will be sent an updated invoice.