



# 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](mailto:transit@sarnia.ca). Your request will be processed within two working days and you will be contacted to confirm availability, cost of charter and your booking # for payment. If you have any immediate questions or concerns on the day of the charter please call 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 \$166.00 + tax for the first hour, each additional hour \$118.00 + tax  
Additional Charge for Sunday's and Statutory holidays \$6.00 per hour
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.
8. All buses are fully accessible with wheelchair securement provisions for a minimum 2 wheelchairs, please specify at time of booking.
9. Cancellations must be made at least 24 hours prior to charter start time. Failure to do so, will result in a minimum charge of \$166.00.

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