

Unit 1 Point North - Virage Park - Green Lane - Bridgetown - Cannock - WS11 0NH
Hewkin Executive is a Trading Name of Hewkin Automotive Limited Company Registration No:6381563

TERMS OF BUSINESS

www.hewkin.co.uk - 0845 021 LIMO - www.hewkin.co.uk - 0845 021 LIMO - www.hewkin.co.uk

IT IS THE HIRER'S RESPONSIBILITY TO READ THESE TERMS AND CONDITIONS AND TO ENSURE THAT ALL ACCOMPANYING PASSENGERS ARE FULLY AWARE OF AND UNDERSTAND THEIR IMPLICATIONS REGARDING NON COMPLIANCE. IN CONFIRMING YOUR BOOKING VIA PAYMENT OF THE BALANCE DUE PRIOR TO DELIVERY YOU HAVE AGREED TO ABIDE BY OUR TERMS AND CONDITIONS OF BUSINESS SET OUT IN THIS DOCUMENT

Hewkin Executive wants you to enjoy your time in our vehicles and will strive to make your journey as exciting and enjoyable as possible.

BOOKING

- In order to confirm your booking for the hire of a vehicle, a minimum deposit of 50% will be payable at time of confirmation. This deposit includes a booking fee which is equal to 10% of the total booking value which is non returnable.
- For **General Travel hire** the balance must be received no later than 14 days prior to the date of hire.
- For **wedding and event hire** the balance must be received no later than 28 days prior to the date of hire.
- Late bookings** made within 2 weeks of the date of the hire require full payment at the time of booking.
- It is the **Hirer's** responsibility to make sure we have all the relevant information and that all the information in the Booking Contract is correct. Any changes should be made prior to your journey commencing; any such changes may lead to further costs.
- Please enclose a **cheque**, (if you have not already paid a deposit) for deposit made payable to Hewkin Executive. Sign the relevant part of the **Booking Confirmation** and return to:

**HEWKIN EXECUTIVE
UNIT 1 POINT NORTH
VIRAGE PARK, GREEN LANE
BRIDGETOWN, CANNOCK
WS11 0NH**

CANCELLATION

- Your deposit includes a **booking fee** which is non refundable on cancellation.
- Your deposit will be non refundable if for **general hire** cancellation takes place less than 14 days from date of hire
- Your deposit will be non refundable if for **wedding and event hire** cancellation takes place less than 28 days from date of hire.
- Cancellation of **Late bookings** made within 2 weeks of the date of the hire will render your full payment non refundable.

PASSENGERS

The law in the UK does not permit a PRIVATE HIRE VEHICLE to carry in excess of 8 passengers

- The vehicle will only carry the number of passengers originally booked for which will be appropriate to the licence held for that vehicle.
- All passengers are to remain seated during their journey. **Seat belts are provided**, and you are reminded that it is law to wear them. You must not open the doors under any circumstances; the Chauffeur will open them for you.

JOURNEY

- Hewkin Executive gives any advice on journey time in good faith, however, does not guarantee the completion of any journey in a specific time. It is the responsibility of the hirer to ensure they hire the vehicle for the correct time and duration, allowing time for any journey.
- Stretch Limousines**, may be unable to drop you exactly at your intended destination, but we will endeavour to get you as close as possible.
- Please inform us if your collection point/s, road/street is narrow or if access is particularly difficult.
- Hewkin Executive reserves the right to postpone or cancel hire due to severe weather or adverse road conditions or severe traffic congestion.
- The hirer must seek permission from head office to **change any part of the hire arrangements**. We will collect/return you at the Confirmed Booking times you have agreed to, any changes are at our discretion.
- Hewkin Executive will not be responsible for any **Parking Charges, Entrance Fees, Bridge Tolls, and Congestion Charging etc**. These are not included in the hire contract unless specifically agreed. Any and all of these costs incurred must be paid by the hirer at the time of hire.
- Any hire that exceeds the stated time (due to the hirer or guests being late) will be charged at the appropriate hourly rate subject to availability. Otherwise the end of hire time agreed will be observed by the driver.
- Hewkin Executive will honour **ONLY** the Booking requirements as specified in the **Booking Contract**.
- The collection times you have given must be adhered to. any alterations to this Contract must be confirmed and agreed by head office and before your journey

commences. This may lead to further charges to the original hire agreed contract. These charges must be paid before the journey commences.

- This includes any unsolicited stoppages, due to photography or such unplanned hold ups or lateness by the client and their guests.

LIABILITY

- Hewkin Executive accepts no liability for contractual failure caused by circumstances beyond our control such as mechanical failure, weather conditions, road conditions, traffic delays, natural disasters, acts of god, acts of government.
- Hewkin Executive accepts no liability for any admission charges, late arrival fees or cancellation fees caused by lateness.
- Hewkin Executive's liability will be limited in all circumstances to the cost of the hire.
- The hirer is liable for any damage or breakages incurred inside or outside the vehicle, which is deliberately caused by the hirer or passengers. This includes any passenger being unwell. This includes ANY such repairs or ANY items that needs to be replaced.
- The hirer will be liable for all Hewkin Executive's losses and charges incurred as a result of the damage to the vehicle. If the vehicle is determined to be unfit for hire, liability is to include but not be limited to loss of earnings for vehicle and affected driver, until the necessary repairs are completed.
- A full detoxification valet for a limousine is £350.00 + VAT. The hirer will have to pay this amount immediately. Any accidents (whether personal injury or company property) incurred inside the vehicle must be reported to the chauffeur immediately and logged into the on board accident book.

LOST PROPERTY

- Hewkin Executive accepts no responsibility for any loss or damage to any property or luggage carried in the vehicle. You are asked to keep your belongings with you. Arrangements for the collection of lost property must be made between Hewkin Executive and the hirer within 48hours of the end of hire.
- We will not be responsible for the safe keeping of any lost property. It is the hirers' responsibility to check the vehicle at the end of the hire.
- After 48 Hours lost property will be passed to the local police in accordance with **Cannock Chase District Council Licensing Policy**.

ALCOHOL

- Hewkin Executive is licensed to supply alcohol for your journey. Alcohol can be purchased from Hewkin Executive by the hirer and will be placed in the vehicle prior to collection. **Surplus alcohol brought on board the limousine by the hirer or guests will not be carried by the vehicle.**

SMOKING

- The law now demands a **NO SMOKING POLICY**. A stop can be prearranged, please let us know. **Smoking inside a vehicle will not be tolerated and will lead to termination of the hire.**
- Hewkin Executive **WILL TERMINATE HIRE** if any passenger is found to be carrying or using any illegal substance.

FOOD

- FOOD** of any description is **NOT ALLOWED TO BE EATEN** inside the vehicle. This includes crisps & nuts. A stop can be pre-arranged, please let us know.
- FOOD** may only be carried in a sealed bag in the boot of the vehicle.

EVENTS

- If you have a guest list via Hewkin Executive, you must read and abide by the attached Guest list Terms & Conditions

VEHICLES

- Please respect our vehicles they are provided for you in exceptional condition. Trim will **mark and damage** quite easily, any damage due to negligence will be billed to the hirer.
- Hewkin Executive will not guarantee any colour of vehicle you may have booked, however we will in such situations strive to **substitute the hired vehicle** with a vehicle of equal hire value.
- Hewkin Executive will endeavour to supply you with the **vehicle of your choice**. However, where a fault occurs on a vehicle we reserve the right to substitute any vehicle in question and without prior notice where prior notice is not practical.
- Hewkin Executive has in place stringent monitoring and inspection procedures to ensure that all hire vehicles are provided in a pristine condition both **aesthetically and functionally**. Nevertheless faults inevitably do occur and unfortunately we cannot accept responsibility where a fault occurs during your journey.
- Under No Circumstances are, **Party Poppers, Banners, Streamers** and such like paraphernalia allowed on board our vehicles

BEHAVIOUR

- Hewkin Executive reserves the right to terminate the hire if a hirer or passengers become abusive or use abusive language or are deemed to be intoxicated or become intoxicated or if they pose a threat to the Chauffeur or any staff working for and on behalf of Hewkin Executive.
- Hewkin Executive will not permit its staff to tolerate any form of abuse either implied or intended, verbal or physical towards our staff or members of the general public.
- Hewkin Executive will not permit Racist, Sexist, Homophobic, Offensive behaviour, remarks or gestures. In the event that a member of staff reports such a problem it will be logged and if the management of Hewkin Executive feel it necessary another member of staff will be dispatched in order to terminate the hire and the cost of this will be billed to the Hirer.
- Individuals carrying an offensive weapon or any object with the real or implied intention to utilise the object to cause harm or distress will not be permitted to travel.

ENTERTAINMENT

- DVD/CD Players** are provided for your use in all our vehicles, you may use this equipment to play your own media or you may order a DVD or CD from us at time of booking.
- Hewkin Executive will accept no responsibility or liability for damage or loss of **DVD or CDs** while using the audio and video equipment in our vehicles.
- In some vehicles a **Games Console** can be provided by prior arrangement at extra cost.

TERMINATION OF HIRE BY HEWKIN EXECUTIVE

- Non Compliance to any clause in these terms and conditions may result in the termination of your hire during or prior to the hire period
- If Hire is terminated by **Hewkin Executive** as a result of a breach in any of our terms and conditions no refund will be offered.

NON COMPLIANCE WITH ANY CLAUSE OF THESE TERMS AND CONDITIONS WILL RESULT IN TERMINATION OF YOUR HIRE, PRIOR TO OR DURING YOUR HIRE PERIOD. NO REFUND WILL BE OFFERED.

As a responsible retailer Hewkin Executive recognises its duty to promote the Governments National Licensing Objectives

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

If in the opinion of our staff the continuation of your hire will compromise any of these objectives your hire will be terminated.

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Email: service@hewkin.co.ukWeb: www.hewkin.co.uk

Fax: 01543 468568

Phone: 0845 021 LIMO(5466)

Hewkin Executive is a Trading Name of Hewkin Automotive Limited
Company Number: 6381563 VAT Registration Number: 922 0678 35

Managing Director: Edward G. Hewkin - Company Secretary: Siân D. Hewkin

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