

**SUN TRAVEL TRAILWAYS**  
POST OFFICE BOX 12691\*BEAUMONT, TEXAS 77726  
(409) 840-4600 \* FAX (409) 840-4756

**SUN TRAVEL CLIENT AGREEMENT**

1. Client is responsible for any damage to the coach or coach equipment by any of the passengers.
2. Client or individual passengers are responsible for the driver's hotel room. The driver's room is not included in the price of the charter unless specified.
3. The cost of bridge tolls, etc., is not included in the cost of the charter. Charges for entrance or other fees to park, recreation areas, etc., are not included and will be the responsibility of the client. Client is responsible for confirming bus parking at hotels. If bus parking is not provided by hotel, client is responsible for securing bus parking in advance, and for any related parking fees.
4. All charges are due and payable in advance, unless other arrangements have been made. **30% deposit must be made within 10 days of booking.** The balance of the charges must be paid 10 days prior to departure date of the vehicle. A quote given is non-binding without a signed contract and deposit money received.
5. Sun Travel is not responsible for any theft or missing articles left on motor coach.
6. Sun Travel is not responsible for problems arising from traffic, weather or unpredictable mechanical occurrences.
7. If necessary, Sun Travel reserves the right to substitute equipment as long as bus capacity is met. Department of Transportation regulations allow a driver to drive 10 straight hours or be on duty for up to 12 hours.
8. Any additional hours or mileage due to client's change of itinerary will be billed to the chartering group. Itinerary must be submitted at least 10 days prior to trip for approval.
9. The client is responsible for providing Sun Travel with full addresses, maps and directions to each stop on their itinerary.
10. The client is responsible for contacting Sun Travel at (409) 840-4600, or (888) 898-2638 during a charter trip in the event there are any problems or situations that need to be corrected. (24-hour answering service)
11. **Driver Tip - Suggested Minimum: \$50.00 per day per bus**
12. Amenities such as DVD, PA, restrooms, WiFi, radio, outlets, etc.. are provided at **NO CHARGE**. In case of failure of these items **NO REFUND** will be given.
13. The cost of your trip has been based on today's gas price. We will revisit the trip 2 weeks prior and make any necessary changes to the fuel surcharge.
14. **PASSENGERS ARE TO REMAIN SEATED AT ALL TIMES WHILE BUS IS IN MOTION UNLESS AN EMERGENCY OCCURS. DRIVER MUST BE NOTIFIED IMMEDIATELY OF EMERGENCY.**  
**\*\*STUDENTS ARE NOT ALLOWED ON BUS AT ANY TIME WITHOUT CHAPERONE PRESENT\*\***  
**\*Payments made by credit card of \$1,000 or more will be charged a 2% service fee\***

**\*\*WiFi Connection NOW AVAILABLE on all the Buses\*\***

**BUS CLEANLINESS RULES**

**THE FOLLOWING FOODS ARE ABSOLUTELY PROHIBITED FROM SUN TRAVEL BUSES:**

**(\*\*\*Driver will not allow these items on board\*\*\*)**

- **DAIRY PRODUCTS (Milk, ice cream, etc.)**
- **SUNFLOWER SEEDS**
- **SOFT DRINKS WITHOUT SCREW-TOP LIDS**

**Trash bags are provided by Sun Travel**

**CONTACT PERSON FOR TRIP is responsible for making sure their group uses them**

**CANCELLATION FEE**

**\*10 or more days prior to trip date FULL REFUND is given**

**\*Less than 10 days prior to trip date NO REFUND is given**

**\*Your Trip Date is \_\_\_\_\_\***

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
DATE

(Please sign and fax back to Sun Travel Trailways – (409-840-4756)