

Sasebo ITT
Airport Shuttle / Vehicle Charter Agreement

1. This Agreement, effective (Today's date) _____, is between MWR Travel & Tours (ITT), U.S. Fleet Activities Sasebo, Japan (hereinafter called the 'Owner') and the Lessee:

Name: _____ Rate: _____ Command: _____

2. The owner agrees to charter to said Lessee the: Van 4pax Van 15pax
 MicroBus 22pax Bus 42 pax

- Date of Charter: _____
- Name of Passenger(s) (if different from Lessee): _____

- Number of Passengers: _____
- Number of Luggage: _____
- Pets & Kennel Dimensions: _____
- Pick-up Place: _____
- Pick-up Time: _____
- Destination: _____
- Flight Number & Departure Time: _____

(Attach copy of itinerary if possible)

For Round Trip:

- Pick-up Date: _____
- Number of Party: _____
- Pick-up Place: _____
- Pick-up Time: _____
- Flight Number & Arrival Time: _____
- Destination: _____

3. Airport Terminal Charter Pricing for Fukuoka (FUK) and Nagasaki (NGS) Airports:

Vehicle	FUK Drop-off	Pick-up	NGS Drop/Pickup	Hourly Rate ¹
Van (up to 4 p)	\$175	\$210	\$145	\$35
Van (up to 10 p)	\$200	\$280	\$165	\$40
Micro Bus (up to 22 p)	\$250	\$300	\$200	\$50
Bus (up to 39 p)	\$350	\$420	\$280	\$70
Traveling with Pets ²	\$55 added	\$85 added	\$55 added	

¹ Prices are based upon a 5-hour charter (4-hour for Nagasaki Airport). The hourly rate is added for each additional hour incurred.

² This is meant to offset additional time required for prepping the vehicles, processing paperwork/ pets at the terminal(s), and cleaning the vehicle.

4. Cancellation of this charter will incur fees in accordance with the following schedule:

- 24 hours or more prior: No charge.
- Less than 24 hours prior: Two times the hourly rate.

5. Payment for the agreed charter price must be made no later than 24 hours prior to the scheduled charter date, or within 5 business days of the charter date for pickups.

6. The Lessee agrees to pay for any damages to the bus caused by the Lessee's group other than those determined to be the result of normal wear-and-tear. The Owner is not responsible for any accident caused by the Lessee on the charter tour.

7. It is understood that the Owner is not responsible for lost baggage, equipment, pets, or personal items on the charter. The Lessee and all members of the Lessee's party agree to adhere to the CNFJ policy prohibiting smoking or the consumption of alcoholic beverages on the vehicle.

8. Passengers may accompany departing family members to the airport, and then return to Sasebo with the vehicle, however the driver will NOT wait while they go into the airport.

9. Please keep the vehicle neat and clean at all times. Dispose of trash before departing.

10. The Owner, and MWR are not financially responsible for missed flights when transportation is cancelled or delayed due to delays caused by the Lessee or their group, extreme weather conditions, or road closures.

Agreement Acknowledgement

[Lessee]

Name of Lessee: _____

Signature of Lessee: _____

Date: _____

Phone Number(s): _____

Email(s): _____

[The Owner / Travel & Tours Office Information:]

Name of T&T Representative: _____

Signature of T&T Representative: _____

Total Price: _____

Receipt Number: _____

Date: _____

***For flight cancellations or changes outside normal ITT hours, call the ITT Dispatcher at 090-2713-1874. Please do not call this number for routine business. From 1000 to 1600 M-F, ITT can be reached at DSN:252-2165/3433 or Cell: 0956-50-2165/3433**