



BUS CHARTER REQUEST FORM

Charter Rates

Regular Charter Rate	\$167.26 + (21.74 HST) per bus per hour
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- A minimum three-hour charge will be applied to each chartered vehicle.
- Provision of charter services is subject to bus availability.
- Charters will be serviced with a 40' bus that can accommodate approx. 35 passengers
- Charters requested during weekday peak periods will be at GOVA Transit's discretion. These hours are to be identified specifically as 6:30 AM to 10:00 AM and 2:00 PM to 7:30 PM.
- Pricing structure is approved and mandated by council and is non-negotiable.
- GOVA Transit operates charter services within the City of Greater Sudbury ONLY and cannot accommodate requests to operate outside of these boundaries.

Applicant Responsibilities:

- Interested applicants are required to complete a bus charter request form no less than ten business days prior to the charter date.
- Applicant is obligated to pay the full cost of the charter. This includes travel time from and back to the garage.

Compliance:

Non-compliance to any of the applicant responsibilities may result in application refusal, and/or additional charges.



SECTION A: Customer Information

Name: _____

Company Name: _____

Address: _____

Phone #: _____ Cell#: _____

E-mail: _____

Contact Information (if different from above): _____

SECTION B: Charter Information:

Date of Charter: _____

Number of Passengers: _____

Itinerary:

Pick up:

Boarding Location: _____

Boarding Time: _____

Departure Time: _____

Arrival Time: _____

Destination Location: _____

Return:

Boarding Location: _____

Boarding Time: _____

Departure Time: _____

Arrival Time: _____

Destination Location: _____

If needed, please attach additional details on a separate page



SECTION C: Billing Information:

All charter estimates are strictly estimates and are therefore subject to change. The total cost of the charter shall be reflected in the invoice.

By signing this document I acknowledge that I have read and understand the information provided in the BUS CHARTER REQUEST FORM.

Please sign below and submit this request form no less than 10 working days prior to the charter date.

Name: _____ Phone #: _____

Company Name: _____

Address: _____

_____ Postal Code: _____

Signature: _____ Date: _____

GL Code: _____

(Greater Sudbury Employee's ONLY)

To submit request form to GOVA Transit Operations:

311@greatersudbury.ca

Tel: 311