

# City of Huntington Woods Parks and Recreation

26325 Scotia, Huntington Woods 48070 Phone (248) 541-3030 Fax (248) 541-7750

## Transportation Reservation Form

Completed reservation request form must be submitted in person at the Gillham Recreation Center

### PRIVATE RENTAL

*Please Attach Directions & Map - Mandatory*

Day & Date of Trip: \_\_\_\_\_

Today's Date \_\_\_\_\_

Vehicle#: Bus #10 \_\_\_\_\_ Bus #11 \_\_\_\_\_ SMART #9 \_\_\_\_\_ SMART #12 \_\_\_\_\_  
(47 ppl max) (45 ppl max) (van - 11ppl max) (van - 14 ppl max)

Name/Group: \_\_\_\_\_ Trip/Event Name: \_\_\_\_\_

Depart from/Return to: \_\_\_\_\_

Destination: \_\_\_\_\_ Depart Time: \_\_\_\_\_

Time at Event: \_\_\_\_\_ Return Time: \_\_\_\_\_

Are there any other stops? Where: \_\_\_\_\_ Time of Stop: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Driver Assigned: \_\_\_\_\_ Driver's Cell : \_\_\_\_\_

#### Estimated Charges

Approx. Miles \_\_\_\_\_

Approx. Hours \_\_\_\_\_

(include add'l. hour for bus prep/close)

#### **Estimated Driver Cost:**

\_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Hours Driver Cost

#### **Estimated Passenger Cost:**

\_\_\_\_\_ x \$5.00 = \_\_\_\_\_

Passengers Rider Cost

#### Service Charge Listing:

Miles: Rate:

0 - 20 \$ 95

21 - 40 \$116

41 - 60 \$137

61 - 80 \$158

81 - 100 \$179

101 - 120 \$200

121 - 140 \$221

141 - 160 \$242

Estimated Service Charge: \_\_\_\_\_

Estimated Total: \_\_\_\_\_

### Driver's Use Only!!

#### Driver's Information:

Start Miles: \_\_\_\_\_ End Miles: \_\_\_\_\_

Actual miles of trip: \_\_\_\_\_

Actual hours of trip: \_\_\_\_\_

#of Passengers: \_\_\_\_\_ Handicapped: \_\_\_\_\_

### Front office use only - Actual Charges

Driver Cost (incl. 1 hr. prep/close)

Hours \_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Total for Driver: \_\_\_\_\_

Total for Riders: \_\_\_\_\_

Total Service Charge: \_\_\_\_\_

**Total Cost for Trip:** \_\_\_\_\_

Deposit: \_\_\_\_\_ Date: \_\_\_\_\_ Balance: \_\_\_\_\_