



### Customer Information

J. Sterling Morton East High School

Mark Sujak

msujak@jasmorton.org

(000) 000-0000

### Submit To

Regal Coach Lines, Inc.

9449 S Kedzie Ave, Unit 295

Evergreen Park, IL 60805

charters@regalcoachlines.com

### PAYMENT TERMS

Complete by **1/11/26** to reserve your vehicles.

Trip 1 \$4,520.00

**Quote Total \$4,520.00**

**Overage Rate \$150.00/hour**

Trip 1 Due Now \$904.00

Trip 1 Due 4/8/24 \$3,616.00

**Total Due Now \$904.00**

### Trip 1

Trip Type	Passengers	Vehicles	Drivers	Recurrences
Round Trip	224	4 Charter Bus	4	1 day
<div><div>1</div><div>Morton East High School 2423 S Austin Blvd, Cicero, IL 60804, USA</div><div>Pickup → Depart Mon, 4/20/26 4:15pm CDT → 4:30pm CDT</div></div>				
<div><div>2</div><div>Maggiano's Little Italy 516 N Clark St, Chicago, IL 60654, USA</div><div><div>Dropoff Mon, 4/20/26 5:09pm CDT</div><div>Pickup → Depart Mon, 4/20/26 8:46pm CDT → 9:01pm CDT</div></div></div>				
<div><div>3</div><div>Millennium Park Chicago, IL 60602, USA</div><div><div>Dropoff Mon, 4/20/26 9:06pm CDT</div><div>Pickup → Depart Mon, 4/20/26 9:45pm CDT → 10:00pm CDT</div></div></div>				
<div><div>4</div><div>Morton East High School 2423 S Austin Blvd, Cicero, IL 60804, USA</div><div>Dropoff Mon, 4/20/26 10:21pm CDT</div></div>				
		Charge/Payment	Notes	Amount
		Base Fare		\$4,520.00
		<b>Trip Total</b>		<b>\$4,520.00</b>

## TERMS AND CONDITIONS

---

### TERMS AND CONDITIONS

Regal Coach Lines, Inc.' (Regal) policy is not to reserve/confirm any coach(es) until the deposit is received.

Please review this agreement, sign and return a copy via email ([charters@regalcoachlines.com](mailto:charters@regalcoachlines.com)), fax (773-994-0302) or mail with the deposit to reserve your coach.

**DEPOSIT DUE:** A deposit of \$300 or 20 % (whichever is greater) is required to confirm your charter date and reserve your coach. Checks must be received prior to 14 days of charter date. Payments made within 14 days prior to departure must be, cashier's check, wire transfer, money order, or credit card.

**PAYMENT METHODS:** Regal accepts checks, money orders, cashier's checks, ACH, wire transfer, PayPal and credit card payments. The handling fee for all PayPal and credit card payments is 4%.

**CHECK WRITING POLICY:** Please make all checks to: Regal Coach Lines, 9449 S. Kedzie Avenue, #295, Evergreen Park, IL 60805. There is a \$50 bank fee charged for all returned checks. The amount of the return check and the \$40 fee are to be paid prior to your departure date.

**BALANCE DUE:** The balance of your trip is due 14 days prior to your departure date, unless your contract states otherwise. **NO PERSONAL CHECKS WILL BE ACCEPTED AFTER THIS DATE.** Your balance due is subject to change based on your final itinerary.

**CANCELLATION POLICY:** Please inform our office of any cancellation of services. If cancellation occurs within 30 days of departure, your deposit is forfeited (at the sole discretion of management). If cancellation occurs after 10 days prior to trip departure, a 50% fee will be required. Cancellations within 72 hours will require full payment.. Reservation is subject to cancel without refund if payments are not received by due dates.

**ITINERARY:** Your final itinerary is due 14 days prior to charter date. It must include any utilization of the coach during the charter and the addresses of all hotels and attractions. If an itinerary is not received prior to your departure date, the driver will carry out your charter according to the contract only. Your trip has been priced based on the information you provided. If the itinerary contains usage not included in the original quote, your price is subject to change accordingly and a fuel surcharge may apply.

**ADDITIONAL CHARGES:** The contracted individual is responsible for driver accommodations. One room per driver is required. The driver(s) should never be expected to share a room with a passenger or another driver. Groups are required to pay any parking fees and overtime charges. All contracted rates are subject to a fuel surcharge if fuel rates increase. **Departure & Overtime: A 15-minute grace period** is allowed at final departure. Overtime charges apply after that at **\$160 per hour**.

**DAMAGE:** The contracted individual is responsible for any damage to the motor coach caused by passengers, including windows, overhead compartments, restroom and seats.

**DELAYS:** Regal Coach Lines, Inc. will not be held responsible for any delays as a result of any act beyond the operator's or company's control, i.e. weather conditions, construction, traffic, accidents, breakdowns, customer not following itinerary, etc. If at any time we ascertain that weather (such as snow, sleet or ice) or other conditions present a clear and definite safety hazard, travel may be suspended until this safety hazard no longer exists. We will exhaust all avenues available to us to make sure you arrive at your destination.

### ENTERTAINMENT EQUIPMENT:

Regal Coach Lines will not be held responsible for the malfunction of any electronic entertainment equipment aboard the motor coach during your charter, i.e. Video/DVD Equipment, CD player, Radio or PA system. In case of such malfunction, we will make every effort to have the equipment repaired. Only 21 years and older may bring alcohol aboard the coach in cans and plastic containers only. A \$250 refundable clean-up deposit is required to bring alcohol aboard; refundable upon completion of the charter if there is no damage and the customer removes all trash. Smoking, pets, dairy products, colorful liquids are prohibited.

**UNACCEPTABLE BEHAVIOR:** We reserve the right to refuse to transport any person(s) for the following reasons but not limited to: who are deemed unruly, exhibiting any conduct prohibited by law, possession of prohibited substances, conduct that may lead to personal injury or property damage, any action that would interfere with the driver's ability to operate the motor coach safely, refusal to follow policies, and conduct which is objectionable to others in the group. This policy includes removal of violators from the coach (all travel arrangements and/or travel expenses incurred due to removal from the charter are the responsibility of the violator).

**ALCOHOL:** Alcoholic beverages are NOT allowed on any buses traveling within or through the City of Chicago per Municipal Code Chapter 9-114, effective 08/03/2017. For any service that does not travel within or through the city of Chicago, we require an additional \$250 alcohol/security deposit that is required with payment of deposit. This deposit is fully refundable if the vehicle is returned in the same condition that it was received. If, in the event the charter is not returned in the same condition as it was received the contract holder will be responsible for all sanitation fees and damages. Unapproved alcohol on board will result in a minimum of \$1,000.00 fee up to and to include any fines that may be imposed by the court. Consumption of alcoholic beverages by passengers under 21 years of age is strictly prohibited. In addition, a signed 'Alcohol Consumption Agreement' must also be signed and returned.

**PERSONAL ITEMS:** Baggage and all other property will be handled only at passenger's own risk and only in an amount that can conveniently be carried in the chartered coach. At the end of each trip, please make sure that all passengers take all personal belongings with them. We will not be held responsible for any personal items brought aboard the motor coach, or any items left after you have departed the coach.

**SUBCONTRACTING:** Regal Coach Lines reserves the right to subcontract any charter based on our judgment regarding what is in the best interest of our customer.

By your reserving the coach(es), you acknowledge that you have read, understand and agree to all terms and conditions stated.

## PAYMENT TERMS

Complete by **1/11/26** to reserve your vehicles.

Trip 1 \$4,520.00

**Quote Total \$4,520.00**

**Overage Rate \$150.00/hour**

Trip 1 Due Now \$904.00

Trip 1 Due 4/8/24 \$3,616.00

**Total Due Now \$904.00**

## Payment Policy

All bookings must be paid 14 days prior to the pickup date to reserve a bus. Bookings made within 30 days of the trip must be paid in full. Refund Policy: No refunds will be issued for no-shows or for trips cancelled within 48 hours of the pickup date. Trips cancelled more than 30 days prior to pick up are eligible for a 100% refund. Trips cancelled between 48 hours and 30 days of pickup are eligible for a 50% refund. Your If the deposit is not paid within 14 days your quote will expire. If you need more time, please reach out to the office to extend the expiration date.

☐ **CARD** - 4.0% processing fee

Card Number

Expiration

CVC

Name on Card

Street Address

State

ZIP

☐ **Bank** - 0.0% processing fee

Account Holder Name

Account Number

Routing Number

☐ Checking ☐ Savings

Payment instructions will be shared separately.

## OTHER PAYMENT METHODS

☐ **CHECK** - 0.0% processing fee

When paying with check you MUST include the reservation number, date and driver tip amount in the memo.

☐ **WIRE** - 3.0% processing fee

Payment instructions will be shared separately.

☐ **OTHER** - 0.0% processing fee

Zelle (708) 738-0084 When paying with check you MUST include the reservation number, date and driver tip amount in the memo. Please contact Regal Coach Lines before sending each payment.

By signing below, you agree to the above terms and approve payment

Signature

Print Name

Date