



Alexandria Transit Company (ATC)  
3000 Business Center Drive  
Alexandria, VA 22314  
[www.dashbus.com](http://www.dashbus.com)

703-746-3274 (Option 5)  
703-746-5641 (fax)

### **DASH CHARTER TERMS & CONDITIONS**

- 1) **Payment Policy:** 50% deposit due at time of booking to secure charter date and equipment. Balance due 14 days prior to event. Failure to provide timely payment will result in cancellation. Credit Card transactions will incur a 3-4% processing fee. Check payments should be made payable to:  
Alexandria Transit Company  
3000 Business Center Drive  
Alexandria, VA 22314  
Attn: Finance Department & Charter Trip #
- 2) **Cancellation Policy:** Cancellations made more than 14 days in advance will result in full refund. Cancellations made 14 or less days in advance will result in a \$150 cancellation fee. Cancellations made less than 24 hours in advance will incur a \$250 cancellation fee. Rescheduling is subject to availability.
- 3) **Additional Charges:** Additional Charges will be assessed as follows:
  - Changes to charter. Contract amount is based on information provided at booking; final charges may be higher and will be invoiced to the client after the trip.
  - Damage to buses. Damage includes but is not limited to spills, vomit, smoking, tears, and physical damage to interior or exterior of the bus.
  - Customer delay. For each customer delay in excess of 15 minutes, a minimum of thirty (30)-minutes will be charged.
- 4) **Unforeseen Circumstances:** Delays due to weather, unexpected traffic, or Acts of God will not be charged to customer. No liability exists on the part of Alexandria Transit Company for these delays, and no refund will be due to customer.
- 5) **Safety:** ATC reserves the right to cancel the charter at any time without penalty, due to unsafe passenger behavior. Unsafe passenger behavior may include threatening language; dangerous movement aboard vehicle; extreme intoxication; and/or tampering with bus equipment.
- 6) **Pricing:** The standard hourly rate is \$125/hr for all vehicles. All charges are rounded up and assessed at fifteen (15)-minute increments. Regardless of length of time, all trips are priced at a two (2) hour minimum. Time charged includes travel time to and from the DASH Garage in Alexandria, VA.
- 7) **Gratuities:** Driver gratuity is accepted but not required.