

# CITY OF AMERICUS

## Trolley and Americus Express Van Guidelines & Rental Agreement



### Trolley Rental Guidelines

Minimum rental is two (2) hours for a total of \$215; \$60 per additional hour.

#### Stipulations:

- The trolley must be driven by a City of Americus employee that holds a CDL License with a Passenger Stamp.
- The trolley must stay within Sumter County.
- No alcoholic beverages may be consumed while on the trolley.

### Americus Express Van Guidelines

Minimum rental is two (2) hours for a total of \$165; \$50 per additional hour.

#### Stipulations:

- The Americus Express must be driven by a City of Americus employee.
- The Americus Express can be taken outside of Sumter County with prior approval from the Main Street Department of the City of Americus.
- No alcoholic beverages may be consumed while on the Americus Express.

Name of Person Requesting Service: \_\_\_\_\_

Address of Requester: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: (cell) \_\_\_\_\_ (other) \_\_\_\_\_

Email: \_\_\_\_\_

Requested Vehicle: Americus Street Trolley (max capacity 34) - **or** - Americus Express Van (max capacity 13)  
(Circle one)

Date for Requested Service: \_\_\_\_\_

Time for Requested Service (min. 2 hrs.): from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.  
*Please list the specific time that you would like for the trolley to arrive.*

Name of Function: \_\_\_\_\_

Trolley/Van Pick Up Location: \_\_\_\_\_  
\_\_\_\_\_

Trolley/Van Drop off Location: \_\_\_\_\_  
\_\_\_\_\_

Special Instructions for the Driver: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- A **Non-Refundable Deposit** of \$50 is required when submitting application.
- Final payment is due one week prior to the date of service.
- Deposit will be applied to the total bill.
- **Make all checks payable to: City of Americus**

*To be completed by the Main Street office*

Total Cost of Rental: \$ \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Cash    Check

Check #: \_\_\_\_\_

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Amount Remaining: \$ \_\_\_\_\_      Due By: \_\_\_\_\_

Cash    Check

Check #: \_\_\_\_\_

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

The City of Americus shall not be liable for items left on the trolley/van or loss of time due to mechanical failure or inclement weather.

**Cancellations:** 48 hours or more notice – All monies less non-refundable deposit will be refunded.  
*If provided less than 48 hour notice of cancellation, a refund will not be provided.*

\_\_\_\_\_  
REQUESTER SIGNATURE

\_\_\_\_\_  
DATE

*By signing the above section, I confirm that I have read and understand this entire rental agreement and will abide by the guidelines listed in this application.*

**Contact Information for Booking:**  
City of Americus – Americus Main Street

Qaijuan Willis  
101 West Lamar Street  
Americus, GA 31709  
[qwillis@americusga.gov](mailto:qwillis@americusga.gov)  
(229) 924-4411 - Ext. 247