
Charter Reservation Package

**Please fax all documents
to 845.517.1699**

Millbrook Aviation



MILLBROOK AVIATION

It's about being home...



Charter Terms and Conditions Form -Not a Confirmation of Flight

CANCELLATIONS: In the event that Millbrook Aviation cancels a flight and does not reroute the customer either over other Millbrook Aviation flights or those of another operator, Millbrook Aviation will refund directly to the customer: An amount equal to that paid, if no portion of the reservation has been used; or The refund will be the amount equal to the applicable fare for the unused segment(s) if a portion of the reservation has been used. In no instance will the amount refunded be greater than the amount paid for the reservation. No refund will be made if ground or sea transportation is offered for part of the itinerary and accepted by the customer. Customers on flights cancelled by Millbrook Aviation where the customer does not accept an offer of substitute transportation via the next available flight or ground/sea transportation will be offered a refund. Should a more expensive flight be necessary customer will be responsible for all additional charges.

PASSENGER DELAYS: Passengers have the flexibility of scheduling their flights for any time they choose, and thus are expected to be on time. If our schedule allows the airplane to wait for a passenger who is late, ground wait charges will apply. In cases when our schedule does not allow the airplane to wait, the passengers will simply be billed for their flight.

DOCUMENTATION: Travel documents (passport, visas, etc.) are the responsibility of each passenger, and boarding will be denied to any passenger without them when required by law or US Customs. **RESTRICTIONS:** Customer must inform Millbrook Aviation prior to trip confirmation of any animal (s) that the customer desires to bring on the flight. Millbrook Aviation cannot guarantee that all animals will be allowed on a flight. Failure to disclose animals when making the charter reservation may result in cancellation of the flight at time of departure. You will still be responsible for flight time and any positioning fees for the pickup. **ITINERARY**

CHANGES AND TRANSMITTAL OF CHANGES: Customer requested departure times or airports depend on weather and/or availability of landing slots. Itinerary changes are permitted, but subject to aircraft and crew availability. Customers must request changes and/or cancellations by phone at 845.677.1237 at least 48 hours prior to flight departure; Millbrook Aviation reserves the right to change aircraft types to facilitate a successful flight completion.

RESPONSIBILITIES: Millbrook Aviation shall not be liable for any injury, damage, loss expense, indirect, special or consequential damages, or other irregularity caused by the defect of any vehicle or conveyance, or the negligence of any company or person engaged in conveying the passenger or carrying out the arrangements for your trip, or by accident, delay, flight schedule, change, cancellation, sickness, weather, strikes, war, quarantine, or any similar cause. Our liability shall in any case be limited to the amount paid to us, and any claim shall be adjudicated in a governed by the laws of the state(s) in which we have our principal business location.

PAYMENTS: Full payment for trip is due at the time of booking unless prior written arrangements have been made. The quoted price includes a "CASH" price representing a 4% discount which applies when payment is made by check or wire PRIOR to aircraft departure. Catering, de-icing, hangar, cleaning, or customs fees, if any, will be billed at cost after the trip. Additional fees may apply for customer selected Fixed Base Operators. Fuel-stops are included in prices if they can be predicted before flight. If an unplanned fuel stop becomes necessary on the day-of-flight due to weather or customer payload that cost will be billed after the trip. Quotes are estimates based on prior history and the final invoice price might be higher if changes in routing due to weather, temporary flight restrictions, or ATC flow control increase the actual flight time.

have read and had the opportunity to ask questions about these terms and conditions.

Person Responsible for Reservation

Date Signed



Credit Card Authorization:

NOTE: A legible copy of card must accompany this application

Visa _____ AMEX _____ MasterCard _____ Discover _____

Cardholder Name: _____

Credit Card Number: _____

Security Code: _____

Expiration Date: _____

Billing Address: _____

Phone Number: () _____

By signing below I understand and agree to the terms set forth in this agreement and agree to pay all charges and I specifically authorize Pioneer Business Services LLC d/b/a Millbrook Aviation to charge my credit card for services provided. I understand by using a method of payment other than check or bank to bank wire transfer prior to departure, the cash discount of 4% included in the quoted price will not apply. Pioneer Business Services LLC d/b/a Millbrook Aviation will provide me with an itemized statement detailing all of my charges. Payment Terms: Payment is expected at least 24 hours before the flight departs. If payment is not received by Pioneer Business Services LLC within 24 hours of the flight, I authorize them to bill the quoted amount plus the 4% cash discount which was included in the quote. In the event that the passengers cause any damage to the aircraft that requires professional repair or cleaning, I authorize the billing of those charges to the above credit card. Cancellation Policy: Flights canceled with less than 24 hours notice are subject to a cancellation fee of 50%. Flights canceled with less than 2 hours notice are subject to a 100% cancellation fee. If the flight is canceled in one of these time frames, I authorize the billing of the cancellation fee to the above credit card.

Signature: _____

Printed Name: _____

Date: _____



Passenger Information Form – Not a Confirmation of Flight Name Weight Bag Weight

Aircraft weight and balance is an important part of passenger and crew safety.

This information must be as accurate as possible and it is recommended you increase your weight estimates by at least 25%. Millbrook Aviation reserves the right to scale passengers and baggage to maintain safety standards.

Should you have a question about weight PLEASE contact our office at least 48 hours prior to departure.

<u>Name</u>	<u>Weight</u>	<u>Passport # /Country</u>	<u>Date of Birth</u>
1. _____	_____	_____/_____	_____
2. _____	_____	_____/_____	_____
3. _____	_____	_____/_____	_____
4. _____	_____	_____/_____	_____
5. _____	_____	_____/_____	_____
6. _____	_____	_____/_____	_____
7. _____	_____	_____/_____	_____
8. _____	_____	_____/_____	_____

Total baggage Weight for all passengers: _____



Wire Instructions

Please send wire to:

Pioneer Business Services LLC d/b/a Millbrook Aviation
Routing Number: 022000046
Account #: 15004225407433
M&T Bank 424 Route 376 Hopewell Junction NY 12533
845.221.9161