



## LIMOUSINE TRANSPORTATION SERVICE (LTS) ANNUAL PERMIT APPLICATION

DANE COUNTY REGIONAL AIRPORT

<b>Company Name</b>	
<b>Name of Company Representative</b>	
<b>Title of Company Representative</b>	
<b>E-Mail Address of Company Representative</b>	
<b>Phone Number of Company Representative</b>	<b>Cell Phone Number of Company Representative</b>
<b>Address (Street, City, State, ZIP Code)</b>	

<p><b>Permit Fees:</b>          The cost of an annual LTS permit is \$1,000.</p> <p style="text-align: center; margin-top: 10px;">Send payment to: Dane County Regional Airport, c/o: Accounts Receivable, Administration Office, 4000 International Lane, Madison, WI 53704</p>
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<b>Vehicle Registration Information:</b>					
Make	Model	Color	License Plate	Passenger Capacity	Notes
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## Limousine Vehicle Permit Rules and Requirements

1. Limousine employees, drivers and representatives shall at all times comply with the rules and requirements set forth in this permit issued by the Dane County Regional Airport (Airport) regarding operation at the Airport.
2. Prior to engaging in operations at the Airport, limousine transportation services shall:
  - a. Submit the application form and permitting fee.
  - b. Provide a vehicle list of those vehicles that will operate at the Airport.
3. LTS shall report to the Airport Director's office by the 15<sup>th</sup> day of every month the number of passenger boardings at the Airport for the preceding month.
4. Before LTS operator allow drivers to begin service at the Airport, LTS operator shall train and provide its drivers with copies of the Airport's procedures and operational requirements.
5. An LTS operator representative shall be immediately available via telephone to Airport staff at all times. LTS operator shall provide the Airport with the contact names, phone numbers and email addresses of staff who are immediately available to respond to operational issues at the Dane County Regional Airport.
6. Limousine drivers may pick up passengers only at the Airport-designated LTS Loading Zone. The zone is located north of the door #6 crosswalk, at the curbside of the terminal. All drivers must remain with their vehicles.
7. If no spaces are available within the LTS Loading Zone, drivers shall relocate and park in the Commercial Lane until space is available in the LTS Loading Zone. Drivers shall not park and wait for passengers in any other areas on Airport premises, other than Airport parking facilities. Drivers who choose to utilize Airport parking facilities shall pay the standard parking rate.
8. Drivers are permitted to drop off passengers between terminal Doors 1 - 6. This area is specifically limited to drop offs, and vehicles in this area may not be left unattended.
9. An identification placard showing LTS company name "trade dress" shall be placed inside the passenger side front windshield and shall be clearly visible to airport staff.
10. Drivers must possess identification issued by their company and present to Airport staff when requested.
11. In the event that a parking citation for improper parking on premises of the Airport is issued to a driver operating under this permit is not paid within 60 days of the date the citation was issued, the Airport will provide written notice of this failure to pay to the permitted LTS operator.
12. The LTS operator(s) and its drivers shall comply with Dane County ordinances and Airport rules and regulations.
13. The Airport reserves the right to revoke the limousine permit and privileges of individual drivers operating under this permit who do not comply with Dane County ordinances or Airport rules and regulations.
14. Annual permit renewal shall be at the sole discretion of the Airport Director.
15. The Airport reserves the right to revise LTS permit regulations at any time.
16. Commercial activities not expressly authorized as set forth above are prohibited.

By its undersigned authorized agent, the above named Applicant certifies that the information contained in this application is true and correct and that Applicant will comply with the foregoing rules and regulations. Applicant understands and agrees that a violation of said rules and regulations may subject Applicant to enforcement action under the Dane County Code of Ordinances and, at the sole discretion of the Airport Director of the Dane County Regional Airport, invalidation of all Limousine Permits issued pursuant to this application. By executing this application Applicant acknowledges receipt of the the rules and requirements.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date