



LIMOUSINE SERVICE ANNUAL PERMIT APPLICATION

DANE COUNTY REGIONAL AIRPORT

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

Permit Fees:
 The cost of an annual Limousine Service permit is \$1,000 per company, or \$200 per limousine that will be operating at the Dane County Regional Airport, whichever is less. Select One:

\$1,000 per year **OR** \$200 per limo (_____ vehicles) Total due: \$ _____

Send payment to: Dane County Regional Airport, c/o: Accounts Receivable, Administration Office, 4000 International Lane, Madison, WI 53704

Vehicle Information:				
Make	Model	Color	License Plate	Notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Limousine Vehicle Permit Rules and Requirements

1. Limousine service 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 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. Limousine service shall report to the Airport Director's office by the 15th day of every month the number of passenger boardings at the Airport for the preceding month.
4. Before limousine service operator allows drivers to begin service at the Airport, operator shall train and provide its drivers with copies of the Airport's procedures and operational requirements.
5. A representative from the limousine service shall be available via telephone to Airport staff at all times. Limousine service 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 in the Airport-designated limousine loading zone of the Commercial Vehicle Lane, across from Door 4. All drivers must remain with their vehicles.
7. Drivers who choose to utilize Airport parking facilities shall pay the standard parking rate for that lot or area.
8. Drivers are permitted to drop off passengers between terminal Doors 1 - 6. This area is specifically limited to drop offs.
9. An identification placard showing limousine 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 limousine service.
12. Limousine service 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 limousine 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 rules and requirements.

Printed Name

Authorized Signature

Date