# Local Additional Information Katowice Pyrzowice Airport

#### 42-625 Katowice Ul. Wolnosci 90 Tel: 048 601354667

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## **Added important information**

This document contains the information which you - and additional drivers, if there are any - need to know about your rental. You should read this document as well as the rental terms and conditions. You can find a sample of the rental terms and conditions by going to www.budget.com.pl. If you received a booking confirmation email it may contain a link to this sample. Please note the sample rental terms and conditions are an indication of the terms of the contract and may not contain the exact terms you will be asked to sign when you pick up the vehicle.

It is important for us that you enjoy your experience with us and have all the information you need. It might take you a little time now but it could save you time later.

Important to know

The company that provides you with a rental vehicle is Avis Budget Sp. z o. o. ul. ?wirki i Wigury 16C 02-092 Warszawa Poland. This may not be the same company that you made your booking with.

The prices in this document are subject to change - but they'll give you a good view of what to expect. For exact prices, please contact the rental location or contact the reservations team. All prices include VAT, where it's charged.

To make a booking, change a booking or tell us about an issue while you're renting, contact the rental station or the reservations team:

Email: reserve@budget.com.pl

Fill in the online form which can be found at www.budget.com.pl and click on "Contact Us"

Call on (22) 221 139 100, from outside Poland +48 221 139 100.

Lines are open 8 am to 6 pm, Monday to Friday.

You will find the contact details for the rental station on your rental agreement.

To tell us about an issue after you've returned the vehicle, please contact the customer service team:

Email: cs@budget.com.pl

Fill in the online form which can be found at www.budget.com.pl and click on "Contact Us"

Call on (22) 221 139 110, from outside Poland +48 22 221 139 110. Lines are open 8 am to 4 pm, Monday to Friday.

If you call from a Polish landline, calls are charged at your standard network rate. Calls from mobiles are charged at your network rate. Calls from the outside of Poland are charged at international rates.

### Age information

How old do I need to be to drive a rental vehicle?

To drive our vehicles, you - and all of additional drivers - need to be at least 21 years old and have held a full, valid driving licence for at least one year at the start of your rental. A higher minimum age limit may apply to certain vehicles.

How do I know if there are minimum age restrictions on my rental?

When you book, you'll be told if there are any minimum age restrictions for the vehicle you request. If you're not sure, please check your booking confirmation email - or call the reservations team.

I'm under 25; do I need to pay a young driver surcharge?

If you - or any of your drivers - are under 25 when you pick up the vehicle, you will each have to pay a young driver surcharge. Its cost will depend on where you're picking the vehicle up from - but you can expect it to be between 30,75 PLN and 153,75 PLN a day, for each driver.

If you rent the vehicle for more than 5 days, you'll only be charged for a maximum of 5 days and get cover for the duration of your rental up to 30 days.

Are there any maximum age restrictions?

No, as long as you hold a full, valid driving licence for at least one year.

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#### **Payment options**

What payment cards do you accept?

We accept:

o American Express (excluding American Express Traveller's Cheque cards)

- o Diners Club cards
- o Visa credit cards
- o Visa debit cards
- o MasterCard credit cards
- o MasterCard debit cards
- o Budget-issued charge cards

We don't accept Visa Electron cards, Maestro cards, Cirrus cards, any pre-paid cards even if they carry the Visa or MasterCard logo - or any other cards not listed above. We do not accept Digital Payment Cards.

Can I pay by cash? No, regrettably, we are not able to accept cash. What happens if I am late in making payment? If you are late in paying us, interest will be calculated at the statutory rate.

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#### Taking your vehicle outside the country

What countries am I allowed to take the vehicle to?

Depending on the make and model of vehicle, you are only allowed to use the vehicle in the following countries: o Austria (A) o Andorra (AND) o Belgium (B) o Switzerland (CH) o Czech Republic (CZ)

- o Germany (D)
- o Denmark (DK)
- o Spain (E)
- o France (F)
- o Finland (FIN)

o Liechtenstein (FL) o Hungary (H) o Croatia (HR) o Italy (I) o Luxemburg (L) o Monaco (MC) o Norway (N) o Netherlands (NL) o Portugal (P) o Poland (PL) o San Marino (RSM) o Sweden (S) o Slovakia (SK) o Slovenia (SLO)

Entry into Croatia (HR), is only allowed for vehicle groups A, B, C, D, I, J, O and K.

Entries into Italy (I) and San Marino (RSM) is restricted for car groups L and H

You are not allowed to use the vehicle in the Albania (AL), Armenia (AM), Azerbaijan (AZ), Bulgaria (BG), Bosnia-Herzegovina (BIH) Belarus (BY), Cyprus (CY), Estonia (EST), Georgia (GE), Greece (GR), Iceland (IS), Kazakhstan (KZ), Kosovo (RKS), Latvia (LV), Lithuania (LT), Macedonia (MK); Malta (M), Moldavia (MD), Montenegro (MNE), Romania (RO), Russia (RUS), Serbia (SRB), Turkey (TR), Ukraine (UA) and any country outside continental Europe. Not allowed are also: Balearic Islands, Canaries, Corsica, Crete, Sardinia

Can I buy a product to allow me to drive in other countries?

No, regrettably, we do not offer any products which enable you to drive in other countries.

What do I have to do to take the vehicle outside the country?

Unlike Poland, which maintains the electronic registry of vehicle registration (CEPIK), other countries require original copy of the vehicle registration document. As a service, we will supply you with it. To request the document, you will have to contact the rental station or the reservation team in advance (only Monday-Friday). The document will be available for pick up at the agreed rental location within 2 working days.

Omitting this, you risk being refused to enter the foreign country or pay a fine there during a roadside check.

ATTENTION: In addition, a driving license in a form of physical document is obligatory outside Poland. As of today, your digital mPrawo Jazdy entitles you to drive only within Poland. Lack of a valid entitlement to drive outside Poland may result in a penalty for which we are not responsible.

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#### Waiver and protection options

Damage

What products reduce the amount I have to pay if the vehicle is damaged during the rental?

If you have Damage Waiver (CDW) and the vehicle, keys, any accessories or any vehicle documents are damaged, the amount you have to pay for the damage will be reduced to no more than the excess stated on your rental agreement meaning you'll pay for the cost of repair or replacement or the excess, whichever is less. If you can show the damage was not in any way your fault or due to your negligence, we will refund these costs to you. If you can show the damage was less than we said, we will refund you the difference.

How much is the excess?

This is stated on your rental agreement, and also in your booking confirmation email. You can reduce the excess even further by buying an excess reduction product. How do I get Damage Waiver?

In most cases, Damage Waiver is provided with the vehicle as standard. If it's included, it will be stated on your rental agreement and in your booking confirmation email. If it isn't included, the price depends on the vehicle you're renting and the place you're renting it from. But you can expect it to cost between 78,35 PLN and 138,62 PLN a day. If you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for the duration of your rental, up to 30 days. Is there an excess reduction product available to reduce my excess further? Yes, Super Damage Waiver (SCDW) is an excess reduction product which reduces your excess to zero. The price depends on the vehicle and location - but you can expect it to costs between 73,80 PLN and 166,05 PLN a day. If you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for a maximum of 15 days and get cover for the duration of your rent the vehicle for more than 166,05 PLN a day. If you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for the duration of you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for the duration of your rental, up to 30 days.

Will I need to pay if the windscreen [or any other window] is damaged? Yes. However, Windscreen Protection reduces the amount you have to pay if the windscreen or any other window is damaged to zero. Having windscreen protection also means you won't pay an administration fee.

How do I get Windscreen Protection?

If you've bought Windscreen Protection, it will be stated on your rental agreement. You can expect it to cost 14,76 PLN per day but if you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for the duration of your rental, up to 30 days.

What happens if I damage any optional extras I rent from you?

If any optional extras are damaged, you have to pay for the cost of replacement, or their estimated repair costs in addition to the rental fee.

Are there any times when the excess would not apply?

Yes, the amount you pay will not be reduced if damage was caused by - or as a result of:

o Driving the vehicle without due care and attention

o Driving or using the vehicle in breach of your contract

What do I have to pay if I don't have Damage Waiver?

If the vehicle, keys, any accessories or any vehicle documents are damaged during your rental, unless you can prove the damage was not in any way your fault or due to your negligence, you'll have to pay:

o Either the cost of replacement, or the estimated repair costs - whichever is cheaper

o Plus our loss of use

o Plus an administration fee

Where can I find information of damage charges I've paid?

If we find damage, we'll charge the amount you have to pay to your card.

Theft

What products reduce the amount I have to pay if the vehicle is lost or stolen during the rental?

If you have Theft Protection waiver (TP) and the vehicle is stolen, the amount you have to pay will be reduced to no more than the excess stated on your rental agreement meaning you'll pay for the cost of repair or replacement or the excess, whichever is less. If you can show the damage was not in any way your fault or due to your negligence, we will refund these costs to you. If you can show the damage was less than we said, we will refund you the difference. If you can show the loss or theft was not in any way your fault or due to your negligence, we will refund these costs to you. How much is the excess?

This is stated on your rental agreement, and also in your booking confirmation email. You can reduce the excess even further by buying an excess reduction product. How do I get Theft Protection waiver?

In most cases, Theft Protection waiver is provided with the vehicle as standard. If it is included, it will be stated on your rental agreement and in your booking confirmation email. If it isn't included, the price depends on the vehicle you're renting and the place you're renting it from. But you can expect it to cost between 36,16 PLN and 78,35 PLN a day.

Is there an excess reduction product available to reduce my excess further?

Yes, Super Theft Protection waiver (STP) is an excess reduction product which reduces your excess to zero. The price depends on the vehicle and location - but you can expect it to cost between 73,80 PLN and 166,05 PLN a day. If you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for the duration of your rental, up to 30 days.

What happens if I lose any optional extras I rent from you or if they are stolen? If any optional extras are lost or stolen, you have to pay for the cost of replacement in addition to the rental fee, unless you are not responsible for the loss.

Are there any times when the excess would not apply?

Yes, the amount you pay will not be reduced if the loss or theft was caused by wilful act or gross negligence - or as a result of:

o Keys being left in the vehicle

o Keys being lost or stolen

o Using the vehicle in breach of the contract

What do I have to pay if I don't have Theft Protection?

If the vehicle, keys, any accessories or any vehicle documents are lost or stolen during your rental, you'll have to pay:

o The cost of replacement

o Plus our loss of use

If you can show theft was not in any way your fault or due to your negligence, we will refund these costs to you.

Where can I find information of theft charges I've paid?

If a loss or theft has occurred, unless you can prove the theft was not in any way your fault or due to your negligence, we'll charge your card with the amount you have to pay.

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### Waiver and protection options 2

Damage to people and their property

What do I have to pay if I injure someone whilst driving?

Third Party Liability (TPL) cover is provided with the vehicle as standard. This means that if you have an accident in our vehicle and you injure someone, including any of your passengers, or you damage anything which belongs to them, you will not have to pay any of their costs. Third Party Liability cover does not cover any death or injury suffered by the driver of our vehicle or any damage to personal items in our vehicle. Are there any times when third party liability cover would not apply?

If the law requires us to provide you with third party liability cover, the minimum cover required by law will still apply but we, or our insurer, may seek to recover our costs from you if the accident was caused by:

o By you breaking the contract (for example allowing someone we had not approved drive the vehicle of driving whilst under the influence of alcohol, drugs or any other unlawful substance),

o By you breaking the law

o As a result of your negligence or recklessness.

What products cover the driver of the vehicle and personal items in the vehicle? Personal Accident Insurance (PAI) covers the driver of the vehicle in the event of an accident. Personal Accident Insurance provides the following benefits:

o A maximum of 100.000 PLN in the event of death, loss of limbs or eyes or permanent total disability

o A maximum of 20.000 PLN towards emergency medical expenses related directly to the accident

o Medical assistance and rescue costs (conditions apply)

Who provides Personal Accident Insurance?

Personal Accident Insurance is underwritten by Warta company. You will need to agree to their terms and conditions.

How do I get Personal Accident Insurance?

If you've bought Personal Accident Insurance, it will be stated on your rental agreement. You can expect it to cost 49,20 PLN a day. If you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for the duration of your rental, up to 30 days.

Can I increase my cover and reduce my excess?

Yes, Super Personal Accident Insurance (SPAI) provides the following enhanced benefits:

o A maximum of 100.000 PLN in the event of death, loss of limbs or eyes or permanent total disability

o A maximum of 20.000 PLN towards emergency medical expenses related directly to the accident

o Medical assistance and rescue costs (conditions apply)

o Baggage up to 4.000 PLN per vehicle - excluding any items you rented through us. Is Super Personal Accident Insurance available when renting any vehicles?

Yes, you can buy Super Personal Accident Insurance not matter what vehicle you rent. How do I get Super Personal Accident Insurance?

If you've bought Super Personal Accident Insurance, it will be stated on your rental agreement. You can expect it to costs 55,35 PLN a day. If you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for the duration of your rental, up to 30 days.

For information, passengers are considered third parties and would benefit from the third party liability cover provided with the vehicle as standard.

Protection packages

I want to buy more than one protection product, can I get a protection package? Yes, we offer a variety of protection packages:

o Super Cover & SPAI includes Super Damage Waiver, Super Theft Protection, Windscreen Protection, Super PAI.

o The price depends on the vehicle and location - but you can expect it to costs between 98,40 PLN and 190,65 PLN a day. If you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for the duration of your rental, up to 30 days.

o Complete Protection Package includes Super Damage Waiver, Super Theft Protection, Windscreen Protection, Super PAI and RSN. The price depends on the vehicle and location - but you can expect it to cost between 123,00 PLN and 215,25 PLN a day. If you rent the vehicle for more than 15 days, you'll only be charged for a maximum of 15 days and get cover for the duration of your rental, up to 30 days.

Third party protection products

I have bought a protection product from an external provider, can I use it? If you decide to buy cover from someone else, you will have to pay our full costs - Find out more: see "What do I have to pay if I don't have ..." within this section of this document - then you'll need to make a claim with the external provider to get your money back. It is your responsibility to ensure you understand the terms of any cover you buy from an external provider and for any claim you make. We are unable to help you with your claim.

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## **Delivery and collection**

Can I have a vehicle delivered to me?

Some of our rental locations offer a Delivery Service where we drop the vehicle - and any optional extras you pre-booked - off at a time and place you request. If you want to have the vehicle delivered, you must:

o Be resident in this country

o Be present at the delivery location during your requested delivery period o Have with you the items detailed in the section of the booking terms and conditions and rental terms and conditions called 'What you need to rent the vehicle'.

You will be responsible for the fuel used - at the Pay on Return rates - to deliver the vehicle to you at the Pay on Return rates - unless you buy Fuel up Front. Find out more: see the "Fuel Options" section in this document.

The fee for this depends on where you're renting and where the vehicle is being delivered to - but you can expect it to be between 61,50 PLN and 369,00 PLN. Please give us 6 hours' notice that you would like us to deliver the vehicle to you. We

may be able to deliver it at shorter notice, but you'll need to check with the rental station or Reservations team.

Can you collect the vehicle?

Some of our rental locations offer a Collection Service where we collect the vehicle and any optional extras you rented - at a time and place you request. If you want to have the vehicle collected, you must be available to hand the vehicle over. You will be responsible for the fuel used - at the Pay on Return rates - to return the vehicle to our nearest rental location unless you buy Fuel up Front. Find out more: see the "Fuel Options" section in this document.

The fee for this depends on where you're renting and where the vehicle is being collected from - but you can expect it to be between 61,50 PLN and 369,00 PLN. Please give us 6 hours' notice when you want the vehicle collected. We may be able to collect the vehicle at shorter notice, but you will need to check with the reservations team.

What happens if I'm not there when you come to collect the vehicle?

If the vehicle, keys, any accessories, any vehicle documents and any optional extras aren't there when we come to collect, you'll still be charged for the collection. You'll then need to book a new collection - and pay another collection fee - or bring the vehicle back to the rental location yourself.

### **Drivers license and ID requirements**

Driving Licences

Do I need to bring my driving licence with me?

Yes. All drivers must bring all parts of their valid driving licence with them. They must bring both their driving licence and either an international driving licence or an official English translation, by a notary, of their driving licence if:

o a driving licence was issued in Europe and you are renting in a country outside Europe

o Or a driving licence was issued in a non-European country, and you are renting outside that country

o Or a driving licence was issued in a non-roman alphabet like Arabic, Greek, Russian, Hebrew or Japanese.

We do not accept digital driving licenses.

In addition to the driving license in the form of a physical document, the driving license in Poland is represented by a digital mPrawo Jazdy. We accept mPrawo Jazdy for renting a vehicle in Poland and verify its validity through mWeryfikator application.

ATTENTION: A driving license in a form of physical document is obligatory outside Poland, lack of it may result in a penalty for which we are not responsible.

Is there a minimum length I must have held my licence for?

Yes. All drivers must have held their licences for at least 1 year. If a licence does not show the driver has held it for the minimum period, then they must provide evidence, such as:

o Previous driving licences

o Or a letter from their driving licence authority stating that they have held it for this minimum period.

ID requirements

Do I need to bring proof of identification?

Yes, you must bring:

o the payment card that was used to make your booking. For some vehicles, two payment cards in your name will be required. One of these must be the payment card used to make your booking.

o photo ID featuring a recognisable photo taken in the last 10 years. We will accept your passport or driving licence if it contains a photo, a national identity card or any other form of government-issued identification.

You may also need to bring proof of where you live. This could include a recent utility bill or bank statement. If your driving licence or ID card shows your address, we will accept it as proof of your address.

Other requirements

Will I need to give a pre-authorisation or pay a security deposit?

Yes, you must give us a pre-authorisation on your payment card before we release the

vehicle to you. A pre-authorisation holds money in your account. What do I need to do to give a pre-authorisation or security deposit? You'll need to give us a payment card in your own name that has enough money available on it. Find out more: see the "Payments Options" section in this document.

How much is the pre-authorisation? The amount of the pre-authorisation taken on pick-up of the rental vehicle is calculated as follows:

(The vehicle rental price\* + EUR 200 (or if applicable, the equivalent amount in your local currency) MINUS (Any sum you have already paid when making a "Pay Now" booking)

\* The "vehicle rental price" includes the vehicle rental cost and all optional extras you've requested, calculated at the start of the rental based on the intended length of the rental. For the avoidance of any doubt, any "Pay at Location" amount you owe in relation to the vehicle rental (including any optional extras) will be included as part of the pre-authorisation and will be charged to you at the end of the rental (using the card provided for the purposes of the pre-authorisation, unless agreed otherwise).

\*\* If you buy our "Fuel Up Front" product, we will reduce the EUR 200 (or if applicable, the equivalent amount in your local currency) by the amount we charge you for the "Fuel Up Front" product

The EUR 200 (or if applicable, the equivalent amount in your local currency) is included as part of the pre-authorisation in case we have to charge you at the end of the rental for any of the following:

i. costs to refuel the vehicle (where relevant);

ii. additional rental charges in circumstances where you fail to return the vehicle or any optional extras at the end of the agreed rental period [or to the agreed return location]; iii. any additional charges or fines you incur relating to your use of the vehicle (which we have been notified of prior to you returning the vehicle, which will include, for example, charges relating to traffic violations); and/or

iv. costs incurred as a result of exceeding any relevant mileage restrictions. Where the pre-authorisation we take does not cover the charges you incur, we will request you make a further payment for the additional amounts owed.

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## **Fuel charges**

Fuel and hybrid vehicles

Should I bring the vehicle back with a full tank of fuel?

Yes. The vehicle will normally be supplied with a full tank of fuel. You must return it to us with the same amount of fuel it had in it when you picked it up - usually a full tank - as shown on the factory-installed fuel gauge. We recommend you fill up as close to the return location as you can on the return date, and keep the receipt to show us. If you don't return the vehicle with a full tank - and you can't show us a receipt for fuel - we will charge you.

Fuel Options

I plan to travel more than 120 km, and want peace of mind, do you have a fuel option for me?

Yes, with Fuel Up Front you pay for a full tank of fuel, based on the manufacturer's stated fuel tank capacity for your vehicle - plus our costs of refuelling the vehicle for you. Then you just return the vehicle with whatever's left in the tank (even if it's virtually empty) so long as the engine still runs.

How do I calculate the cost of Fuel Up Front?

Depending on where you're renting, this cost could be up to 3,00 PLN per liter below the average fuel price at the start of your rental period - as stated on this EU fuel index: http://www.paliwa.pl/monitoring-cen-paliw/wszystko-o-cenach. However, you don't get a refund for any fuel you don't use, unless you return the vehicle with a full tank of fuel, in which case we will refund the Fuel Up Front charge.

Can I get Fuel up Front at any time?

No, if you want to take advantage of Fuel Up Front, you must ask for it during the

booking process or when you pick up the vehicle.

I plan to travel less than 120 km, do I still need to fill up?

Yes, often the fuel gauge still indicates "full" so we ask you to fill up the tank near to the return location and show us a copy of the receipt. If you don't have time to fill up the tank, or can't show us a receipt, we will apply EZ Fuel to cover our costs of refuelling the vehicle for you.

How much is EZ Fuel?

You pay fixed fee of 61,50 PLN.

What are my options if I don't return the vehicle full and haven't bought Fuel up Front? Pay on Return will apply if you have driven more than 120 kilometres and:

o Don't buy Fuel Up Front

o Don't return the vehicle with a full tank

How do I calculate the cost of Pay on Return?

You pay for fuel based on the factory-installed fuel gauge rounded down to the nearest eighth (1/8) of a tank. This is based on the manufacturer's stated fuel tank capacity. We charge between two and three times the average fuel price at the end of the rental period for Poland- as stated on this EU fuel index:

http://www.e-petrol.com.pl/international-market/fuel-prices-in-europe. The price per litre will be stated on your rental agreement. This charge covers our cost of driving to the nearest petrol station at short notice, and potentially delaying the next customer's rental.

Electric vehicles

How much battery charge should I return an electric vehicle with?

You must return the vehicle with at least a 70% battery charge, or the same % battery charge as it had at time of pick-up.

What am I charged if I fail to return an electric vehicle with the required 70% battery charge, or the same % battery charge as it had at time of pick-up? We charge a fixed amount dependent on the battery life showing on the factory-installed battery gauge. This is the "Pay on Return" rate. The amounts charged are set out below:

Battery Charge

Fixed Cost (inclusive of VAT)

If you return the electric vehicle with 70% or more battery charge.

No Cost.

If you return the electric vehicle with between 11% - 69% battery charge. PLN 89.56

If you return the electric vehicle with 10% or less battery charge. PLN 158.63

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#### **General station/country information**

## Periodical Inspections

During the entire rental period, you are obliged to observe the upcoming periodical inspection warnings:

" mileage information on the rental contract

" manufacturer's recommendations on the vehicle key tag

" on-board computer messages

and verify them against odometer reading.

If an inspection is necessary, you are obliged to immediately inform the nearest car rental station.

If you fail to inform the station immediately, BUDGET o will impose a contractual penalty on its corporate renters according to the group of the rented vehicle (group: A,B,C,D,I,J,M,N - penalty of PLN 5000 net; group: E,F,G,H,K,L,O,P - penalty of 10000 PLN net) at the same time BUDGET reserves the right to claim the proprietary penalty up to the amount of the actual damage

o BUDGET reserves the right to claim damages from individual renters (consumers) for resultant damages, including damage to the vehicle, damage resulting from loss of insurance coverage, financial damage due to non-compliance with manufacturer's specifications or obligations towards suppliers.

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#### **Miscellaneous information**

Can I let anyone else drive?

Yes, but only if we have approved them. You must not let anyone else drive the vehicle.

We charge a fee for every Additional Driver we allow to drive the vehicle. The price you can expect it to be 30,75 PLN a day per driver.

If you rent the vehicle for more than 5 days, you'll only be charged for a maximum of 5 days and get cover for the duration of your rental, up to 30 days.

All additional drivers must meet our age, driving licence and ID requirements. Find out more: see the "Age Information" and "Driving Licence and ID requirements" sections of this document.

If any additional driver is outside of our age restrictions, we will also charge a driver surcharge. Find out more: see the "Age Information" section of this document. Do you offer a 'meet and greet' service?

No, unfortunately we are unable to offer a 'meet and greet' service at this time. Can I pick up the vehicle outside your normal opening hours?

Yes, some airport rental locations offer an out of hour's pick-up service where you can collect the vehicle and any optional extras outside the rental location's normal opening hours.

The out of hour's pick up fee is 153,75 PLN.

You must give us at least 24 hours' notice to organise out of hour's pick-up. We may be able to provide the service at shorter notice, but you will need to check with the Reservations team.

My rental has a mileage allowance. I have driven more than the allowance, how much will I pay for excess mileage

Many of our vehicles are provided with unlimited mileage. If a mileage allowance applies, it will be stated on your rental agreement and in your booking confirmation email. If you go over the mileage allowance, the price depends on the vehicle and location. Your excess mileage charge will be stated on your rental agreement. Can I smoke in the vehicle?

No, you are not allowed to smoke in it. If we believe anyone has smoked in the vehicle during the rental period, a specialist cleaning charge of 492,00 PLN will apply. Find out more: see the "Age Information" and "Driving Licence and ID requirements" sections of this document.

Are there any roads or zones where I need to pay a fee before I can enter? Yes, certain areas, such as highways have congestion charging zones meaning you need to pay a fee if you wish to drive in certain areas, on certain days and during certain times. In addition, there are toll roads and toll bridges which require you to pay a fee if you wish to use them. If you do not pay these charges before you enter such areas or use such roads or bridges, you will incur a fine.

We recommend you check the Internet to find out about any restricted areas before you travel. Websites such as www.urbanaccessregulations.eu provide useful information. If the rental location is in or near a restricted area, we will tell you about it when you pick up the vehicle. We are unable to tell you about any other restricted areas.

I have been caught speeding, and didn't pay a parking charge, what will I have to pay? You are responsible for all fines and charges issued as a result of you or your additional drivers using the vehicle. Fines and charges could include:

o All parking fines or charges

- o Toll charges
- o Towing charges
- o Clamping costs
- o Traffic fines or charges
- o Speeding fines

o And any other charges or fines

If a fine or charge is sent to us because you haven't paid a charge or complied with the law, we will take payment for:

o Our administration fee of 98,40 PLN for each fine or charge issued, which will be charged in the currency of the country where the fine occurred

o Plus the fine or charge - if we have to pay it

I've left the interior of the vehicle very dirty and made it smell. Will I be charged to clean it?

Yes, if the interior of the vehicle is especially muddy, dirty, stained or smelly, and our standard cleaning procedure will not fix it, you will be charged a Specialist Cleaning Charge up to 400,00 PLN.

Roadside Assistance

What happens if I break down because of a mechanical failure?

All our vehicles are maintained to the manufacturer's standards, and they're roadworthy when you pick them up so mechanical failure in our vehicles is rare. So long as you're using the vehicle in a country we've agreed to, we provide roadside assistance or recovery free of charge. You can only use our roadside assistance provider to help you. You'll find their contact details inside the vehicle.

What happens if I break down because of a non-mechanical failure or in another country?

You must tell us if you break down or have an accident. If you need roadside assistance, we will arrange this for you but you will have to pay for it. You will also be charged for any costs we incur getting the vehicle back on the road in the country of rental. This may include, but is not limited to:

o Call out and recovery costs of around 376,00 PLN to maximum 450,00 PLN

o Repair costs

o Loss of use

o Repatriation costs

o An administration fee of 147,60 PLN

o Any costs to take you, and/or any of your passengers, to another location.

o Electrical Charge for EV Vehicles (Where the cable is in working order)

What products do you have to protect me if I break down because of a non-mechanical problem?

Roadside Assistance Plus provides roadside assistance if you break down as a result of...

o Flat batteries

o Flat tyres

o Keys locked in the vehicle

o Running out of fuel

o Towing service in case of breakdown due to using the wrong fuel for the vehicle Provided you are using the vehicle is a country we have agreed to. Find out more: see "Taking your vehicle outside the country" section of this document.

You will only need to pay for the costs of any additional items needed to get the vehicle back on the road - like fuel or tyres.

What happens if I don't return the incident report form or European accident form? If you are involved in an accident, or the vehicle, keys, any accessories, any vehicle documents or any optional extras are damaged, lost or stolen; you must complete and return an incident report form and if available, the European accident report form.

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#### **One Way Rentals**

Can I pick up the vehicle from one rental location and return it to another? Yes, some rental locations let you collect the vehicle and any optional extras from one rental location - and return them to another.

How much is the One-Way fee?

The price depends on the rental location. If you want to pick up the vehicle and return it to a different location in the same country, you can expect it to be 184,50 PLN. If you want to pick up the vehicle in one country and drop it off in another country, you can expect it to be between 1071,00 PLN and 15067,50 PLN. How do I get a One-Way rental?

You can request a one-way rental when you book - or you can ask for it when you get to the rental location.

If you asked for a one-way rental when you booked, the fee will be included in your rental price.

How much will it cost if I did not request a One-Way rental but return the vehicle to a different location?

You will be charged a one-way fee at the 'pay at location' prices available on the day you return the vehicle.

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#### Returns

I want to keep the vehicle for longer, what should I do?

If you want to extend the rental, please contact us as soon as possible. At the latest, this should be before the end date and time on your rental agreement. Extra days will be charged at 'pay at location' prices.

What happens if I don't extend the rental?

If you fail to extend your rental and are late returning the vehicle, we will charge you for an extra day's rental.

If you fail to extend your rental and are late returning the vehicle, we will on the third day after your agreed return date pre-authorise payment for an additional 5 days' rental charge on your debit card or, 10 days if you are using a credit card, at "pay at location' prices. If you return the vehicle within those 5 or 10 days (whichever applies), you will only be charged for your actual rental days, plus any other charges you owe us. If you fail to return your vehicle as agreed, we will also charge you a late return administration fee for each day or part of a day until the vehicle is returned.

The Late Return Administration Fee is PLN 43 per day.

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#### **Special equipment**

The prices we give you for optional extras when you book will generally be the price you will pay. Exchange rates or other reasons beyond our control may alter prices.

Customers with disabilities

I have a disability, do you offer adapted vehicles? No, regrettably, we do not currently offer specially adapted vehicles at this time. I have a disability, do you offer hand controls? No, regrettably, we do not currently offer hand controls or panoramic mirrors at this time.

Popular optional extras to rent

I have small children, do you offer child seats?

Yes, we offer baby, infant, child and booster seats. A baby seat is typically suitable for a child from birth to 12 months old and weighing no more than 13 kilos. An infant seat is typically suitable for a child aged 9 months to 4 years old and weighing between 9 and 18 kilos. A child seat is typically suitable for a child aged 4 to 11 years old and weighing between 15 and 36 kilos. A booster seat is typically suitable for a child aged 8 to 11 years old and weighing between 20 and 45 kilos.

In some rental locations, we may arrange for a third party to fit the seat for you. But remember, it is always your responsibility to check the seat is fitted correctly before you drive away.

Please note: In Poland, all children must normally use a child car seat until they're 12 years old or 150 cm tall.

How much are your child seats?

The fee for renting a seat will depend on where you're renting - but you can expect it to cost between 92,25 PLN - 184,50 PLN per rental.

If the seat is damaged, lost or stolen, you will have to pay for a replacement. This is likely to cost between 615,00 PLN and 1230,00 PLN on top of the hire fee. If you can show the damage or loss was not in any way your fault or due to your negligence, we will refund this cost to you.

I'm not familiar with the area; can I rent a GPS (satellite navigation system)? Yes, the fee for renting a GPS will depend on where you're renting - but you can expect it to cost 56,58 PLN a day. If you rent the vehicle for more than 10 days, you'll only be charged for a maximum of 10 days and get to use the GPS for the duration of your rental, up to 30 days.

If the GPS is damaged, lost or stolen, you'll have to pay for a replacement. This is likely to cost you 861,00 PLN on top of the hire fee. If you can show the damage or loss was not in any way your fault or due to your negligence, we will refund this cost to you. Please note: In some countries, it is against the law to use a GPS that tells you where speed cameras are. If you rent a GPS from us, it won't give you speed camera information.

Do you offer an audio tour guide service on your GPS?

Yes, an audio tour guide service is available

I want to be able to access the internet anywhere I go, do you offer a solution?

Yes, we offer Mobile Wi-Fi devices but transmission is available only on Polish territory. We provide this service on behalf of a third party - so you will need to read and agree to separate terms and conditions with them. We'll give you these terms and conditions at the rental location.

Please note: In many countries, including Poland, it is illegal to drive while using a handheld mobile phone, tablet or other communications device. It is your responsibility to drive safely and according to the laws of the country you're driving in. How much does Mobile Wi-Fi cost?

The fee for hiring mobile Wi-Fi will depend on where you're renting - but you can expect it to be between 55,35 PLN a day.

If the mobile Wi-Fi device, the sim card or any mobile Wi-Fi accessories are damaged, lost or stolen, you'll have to pay for a replacement. This is likely to cost up to 861,00 PLN net on top of the hire fee. If you can show the damage or loss was not in any way your fault or due to your negligence, we will refund this cost to you.

I'm intending to drive along toll roads; do you offer a device to make this quicker and easier for me?

No, unfortunately we do not offer any electronic toll charging devices at this time.

Winter equipment to rent

I'm concerned about the road conditions, do you offer all-weather tyres? Yes, if the rental location you're hiring from is in an area where it's illegal to drive without all-weather tyres at certain times of year, the vehicle will automatically be supplied with them - and the fee will be included in your rental fee or contract. Not sure if you need all-weather tyres? Please ask a member of our team.

I'm going skiing, do you offer snow chains?

Yes, if the rental location you're hiring from is in an area where it's allowed to drive with Snow Chains we provide this service and the fee will be added to your rental fee. You can ask to have these but we recommend that you take only winter tyres. All of our cars are equipped with Winter tyres during the winter season.

Snow chains are also available in some other rental locations. The fee for snow chains depends on where you're renting - but you can expect it to be 369,00 PLN for rental.

We can't fit snow chains for you, and we can't arrange for them to be fitted.

Not sure if you need snow chains? Please ask a member of our team.

I've brought my own skis with me, do you rent ski racks?

No, unfortunately we do not offer ski racks at this time.

I've left my hands-free kit behind, do you rent them?

No, unfortunately we do not offer hands-free kits at this time.

I'm moving items, do you rent blankets?

No, unfortunately we do not offer blankets at this time.

I'm moving items, do you rent trolleys?

No, unfortunately we do not offer trolleys at this time.

Optional extras available to buy

I've left my USB charger behind, do you sell them?

No, unfortunately we do not sell USB chargers at this time. I've left my mobile charger behind, do you sell them? No, unfortunately we do not sell mobile chargers at this time. I want to charge my device in the car, do you sell car chargers? No, unfortunately we do not sell car chargers at this time. I've left my iPhone cable behind, do you sell them? No, unfortunately we do not sell iPhone cables at this time.

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