



**Credit Card Authorization Form**

\_\_\_\_\_  
Date

I, \_\_\_\_\_ hereby authorize the use of my credit card as the method of payment to cover the following charges as stated below:

- Guest room and taxes *only* for each night. Individuals pay own incidentals
- All Charges including guest room, applicable taxes, meals, phone charges, and any other incidental charges for each night
- All banquet room charges including food & beverage charges, where applicable, for each day.
- Both banquet room charges, including food & beverage charges, where applicable, for each day *and* guest room and applicable taxes *only* for each night. Individuals pay own incidentals.
- Both banquet room charges, including food & beverage charges, where applicable, for each day *and* all charges including guest room, applicable taxes, meals, phone charges, and any other incidental charges for each night
- Other. Please advise. \_\_\_\_\_

\_\_\_\_\_  
For the reservations of

\_\_\_\_\_  
Confirmation #

\_\_\_\_\_  
Arriving on

\_\_\_\_\_  
Number of Nights

Type of Credit Card:       Visa  
    Discover

MasterCard  
 American Express

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Name of Cardholder

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Cardholder's Business Phone

\_\_\_\_\_  
Home Phone

**Please Note:      This Authorization Form is not valid without a photocopy of the front and back of the credit card.**