



Meeting & Events + Business Groups Credit Card Authorization form

Dear Guest,

Please provide all the informations requested below, sign the document and send it back to your contact.

- 1- **Do not send a photocopy of the credit card with this form.**
- 2- **Send copy of the ID or Passport of the credit card holder (signature has to match).**
- 3- **Your dedicated Reservation Agent will contact you by telephone within the next 24 hours to collect your Credit Card details and enter them into our encrypted system.**

Cardholder Information – Required

Name as it appears on the credit/debit card:

Card type: Visa Master Card Amex Diners/CB Discover JCB

Account type: Personal Corporate | Company Name: _____

Address:
(where statement is mailed) _____

City and Postcode: _____

Phone number: _____ Fax or alternate telephone number: _____

Company Information – Required

Company name: _____

Address: _____

City and Postcode: _____

Phone number: _____ Fax or alternate telephone number: _____

- Which Charges Apply** All charges incurred by the guest during their Stay
- Room(s) and city tax Room(s), city tax and breakfast
 - Room(s), city tax breakfast and lunch/dinner Meeting facilities
- Other: _____

Guest Information:

Guest Name: _____

Confirmation number: _____

I certify that all information is complete and accurate. I hereby authorize the above named Hotel to guarantee payment for all charges associated with this event/group by authorizing a charge to the credit/debit card listed above. I certify that I am the authorized signatory for the credit/debit card listed above.

Cardholder name: _____
(Printed)

Cardholder signature: _____

Date: _____