



3050 BRISTOL STREET, COSTA MESA, CA 92626 TEL NO. (714) 540-7000 FAX NO. (714) 438-4993

CREDIT CARD BILLING AUTHORIZATION

Sales & Catering Contact:

Company Name:

Group Name:

Group Arrival Date:

Group Departure date:

Credit Card Holder's Full Name:

Billing Address:

Best Phone Number To Be Reached:

Credit Card Number:

Expiration Date:

Personal Credit Card

Corporate Credit Card

Your Credit Card may be authorized 5 Days prior to the event's date

Authorizing:

- Checkboxes for: All Charges, Room & Taxes, Incidentals, Food & Beverage, Parking, Audio / Visual, Banquet Room Rental

The Cardholder agrees by their signature below that all charges incurred by the Cardholder at the above named Hotel are authorized to be charged to the Cardholder's credit card indicated above and below, unless Cardholder provides alternated form of payment prior to departure from the Hotel. Cardholder understands that the Hotel will obtain prior approval from the credit card company for the estimated amount of the Cardholder's charges. Cardholder further understands that this Authorization is subject to approval by the Hotel's Controller and/or General Manager. If, for any reason, this authorization is not approved by the aforementioned Hotel representative, the Cardholder agrees to provide the Hotel with an Advance Deposit for the full amount of the estimated charges as determined by the Hotel. Such Advance Deposit will be made in one of the acceptable methods prescribed by the Hotel.

Authorized Signature:..... Date:

Please complete and email this to your event coordinator or fax it to: 714-438-4993