



Sacramento NorthEast

5321 Date Avenue

Sacramento, CA 95841

Ph. (916) 338-5800 Fx. (916) 338-2118 (Sales/Catering)

### CREDIT CARD

### AUTHORIZATION FORM

(916) 334-7409 (Accounting)

Function Name:	Date(s) of Event:
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Card Type: Visa    MasterCard    American Express    Diner's Club    Carte Blanche <i>(Circle One)</i>	
Card Number: <i>(Print Clearly)</i>	Expires:

**For Event Payment (Check One Box):**

<input type="checkbox"/>	<b>**I authorize this card to be charged for Advanced Deposit and/or Final Payment of event including applicable catering, audio visual, and room rental charges as specified in my catering contract</b>
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Amount to be charged for Advance Deposit :	\$	
Estimated Total Expenditure for Event:	\$	

<input type="checkbox"/>	<b>**I authorize this card to be used as Guarantee Only - I will be paying with cash/check or another Credit Card on the day of the event . This card is to be charged only if payment is not received by the end of the event</b>
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*\*Checking neither box will indicate use of this card as payment for event and applicable charges*

*\*\*Card will be authorized in advance to ensure sufficient funds are available to cover the estimated charges*

**For Sleeping room payment (if applicable)**

<input type="checkbox"/>	I authorize the following charges to this credit card <i>(check all that apply)</i> :	
<input type="checkbox"/>	Room and Tax      Number of Rooms:	Name of Guest(s): _____
<input type="checkbox"/>	Restaurant and Lounge Charges	_____
<input type="checkbox"/>	Phone Calls	_____
<input type="checkbox"/>	Other Incidentals - Movies, Valet, etc.	_____

**\*\*\*A copy of the front and back of the actual card being used MUST be attached with form.\*\*\***

Card Holder's Printed Name \_\_\_\_\_ Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

Card Holder's Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_