HOSTMARK MANAGEMENT GROUP
HOTEL:
Address:
Address:|

CREDIT CARD AUTHORIZATION FORM

I _____ give permission to use the following credit card:
(Print Name)

Card Type: Visa MasterCard American Express Diner's Club Carte Blanche (Circle One)	
Card Number:	Expires:

I authorize this card to be used as:

	Advance Deposit – Amount to be charged: $
	Payment – Estimated amount of charge: $
	Guarantee Only – (allowing a charge to be made to this card if other arrangements for full payment are not made by the conclusion of the function or if cancellation is made in accordance to contract terms and conditions)

Function Name or Guest Name	Date(s) of Event or Stay:

I authorize the following charge to be placed on this credit card (check all that Apply):

	Room and Tax Number of Rooms:
	Restaurant and Lounge Charges
	Catering/Banquet Charges
	Meeting Room Rental/Audio Visual
	Phone Calls
	Other Incidentals – Movies, Valet, Etc

If you have any questions regarding this form or about your credit card, please call.

Please place a copy of both the front and back of the actual card being used in the space provided here:

This letter serves as the approval to process the above mentioned items, and the hotel will provide a copy of the charge slip processed along with the invoice for your personal records.

_____

Card Holder's Printed Name Date Telephone Number

_____

Card Holder's Signature (Required) Date