



Policies and Procedures

Credit Card Authorization Form

I, (GUEST NAME) hereby authorize the (HOTEL NAME) to utilize my credit card to guarantee payment for the below stated service, function or event. I fully understand that my card will be charged for the following: **(please mark)**

- **All charges (this includes room, tax, phones, restaurant etc.)**

- **Room and Tax Only**

- **Other** _____

Please return this form back with a front and back copy of the credit card.

Thank You
(Hotel Name)

(Please Print)
Name of Guest: _____

Date(s) of Stay: _____

Credit Card Number: _____

Expiration Date: _____

Name on Card: _____

Card Holders Signature: _____

Address: _____

City, State, Zip: _____

Phone Number: _____