



CREDIT CARD VERIFICATION

Attention To: _____
Company Name: _____
Meeting Name: _____
Functioning Dates: _____

Credit Card Authorization

(Print Card Holder's Name)

I Hereby irrevocably authorize HOTEL VALENCIA RIVERWALK to charge the items below to my credit card

Credit Card Number: _____ Expiration Date: _____
Credit Card Billing Address: _____

CHECK APPROPRIATE SERVICES TO CHARGE ON THE CREDIT CARD

Guestroom

Meeting/Event Charges

- Room & Tax
- Valet Parking
- Incidentals

- Meeting Room Rental
- Food and Beverage
- Audio Visual

***Advance Deposit** for all charges selected above (in full) will be run at the time of a signed contract being returned to the sales manager. The remaining balance will be charged (3) business days prior to first date of arrival.

***Full Payment:** Final, remaining charges not included in deposit amount, that are still due will be charged upon function's end.

***Guarantee:** Card on file will cover all contracted charges not met. This includes (but is not limited to) any unmet contracted guestrooms.

Cardholder

Signature: _____ Date: _____