



Centre Park of West Chester  
 West Chester, OH 45069  
 513-874-2744 phone

### Credit Card Payment Authorization Form

**Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.**

Date: \_\_\_\_\_

Guest / Group Name:	
Check-In / Event Date:	
Name of Person/Group Making Reservation:	Phone:

**CARDHOLDER - Please complete the following section and sign/date below.**

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Credit Card Number:		Expiration Date:
Credit Card Type (check one): <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club		
Credit Card Issuing Bank Name:		
Bank Phone Number (from back of your credit card):		
I agree to cover the following categories of charges (Please check all that apply):		
<input type="checkbox"/> CC to hold rooms only – Individuals will pay for own room		<input type="checkbox"/> All Charges
<input type="checkbox"/> Sleeping Room & Tax only – Individuals will pay Incidentals		<input type="checkbox"/> Food&Beverage
<input type="checkbox"/> Meeting Room <input type="checkbox"/> Event Deposit <input type="checkbox"/> Event Charges		

**Note: Charges for room and tax, group deposits, or direct bill account payments will be charged to your credit card after check-out or after the event. Any incidental charges circled above will be charged at the time of check-out as well. Charges for Meeting room, Event deposits or Event Charges will be charged to your credit card prior to the event. After the event, a bill will be provided and card above will be charged.**

By signing below, you authorize the hotel to charge your credit card for the charges indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_