



## CREDIT CARD CHARGE AUTHORISATION FORM

I hereby authorise The Playford, MGallery by Sofitel to charge the below mentioned credit card for services rendered for the following guests and/or function.

*Please note card payments attract the following surcharges Debit 0.6%, Visa 1.1% MasterCard 1.4%, Amex/Diners 2.4%.*

### GUEST DETAILS

Booking Name: \_\_\_\_\_

Date(s) of stay: **Check in** \_\_\_\_\_ **Check out** \_\_\_\_\_

Company Name, if applicable: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

#### Function

(please tick where appropriate)

- Meeting/Conference
- Wedding
- Social function
- Other

#### Accommodation

(please tick where appropriate)

- Room Only
- Room & Breakfast
- All Charges
- Authorisation / Guarantee
- Miscellaneous

NB. a cash deposit or credit card imprint is required on arrival if all charges are not accepted by this authorisation. A credit card imprint is also required for bookings of Suite rooms.

### CREDIT CARD AUTHORISATION

#### CREDIT CARD NUMBER:

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#### EXPIRY DATE:

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Type of credit card: \_\_\_\_\_ Issuing financial institution: \_\_\_\_\_

\* Photocopy of ID must be provided to validate the identity of the card holder and signature.

\* Conditions: I agree that my liability for this account is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for the amount of the charges. All rooms are for residential use only (maximum number of guests per room and noise restrictions apply). Any damage to room or content, and all mini bar purchases must be declared at time of check out and paid for. Any non-declared items will be charged to your account after check out and without further notice.

Signature: \_\_\_\_\_

Date: / /

I do / do not want a copy of the invoice sent to me (please circle where appropriate).

Email: \_\_\_\_\_