

CREDIT CARD AUTHORIZATION FORM

Guest Information:

Guest Name: _____

Phone Number: _____ Confirmation Number: _____

Email Address: _____

Arrival Date: _____ Departure Date: _____ Room Rate: _____

Approved charges (Please check (☒) all that apply):

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> All charges | <input type="checkbox"/> Cleaning Fee | <input type="checkbox"/> Advance Deposit |
| <input type="checkbox"/> Room & Tax | <input type="checkbox"/> Guarantee only* | <input type="checkbox"/> Other (please explain): |
| <input type="checkbox"/> Pet Fee | <input type="checkbox"/> All Incidentals** | _____ |

Credit Card Information (Please check preferred card):

- | | | |
|-------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Visa | <input type="checkbox"/> Discover | <input type="checkbox"/> Diners Club |
| <input type="checkbox"/> Amex | <input type="checkbox"/> Master | <input type="checkbox"/> Ghost Card (Travel agents only) |

Credit Card Number: _____ Exp. date: _____ Security code: _____

Card holder name (please print): _____ Signature: _____

Company Name: _____ Phone #: _____

Card holder Address: _____

Please email this completed form to vacation@estesdiscoverylodge.com

****A CLEAR COPY OF THE FRONT AND BACK OF THE CREDIT CARD & PHOTO ID IS REQUIRED****

***Guarantee reservation** – used to guarantee a reservation – **Please Note:** If guest no shows on arrival date, the guarantee card will be used to pay all unpaid charges (**initial here**) _____

****By checking the incidental box above you agree to pay all charges listed below:**

*Incidentals are classified as anything that is not room and tax, such as undeclared pets, smoking, lost keys, etc

- A Deposit of \$50.00(U.S Dollars) per day will be held on below card (for incidental charges)
- Unused deposit: Your bank or Credit Card Company may not release the deposit hold for 5-7 business days for U.S cards and 21 business days for international cards.

By signing this document, I give Discovery Lodge authorization to charge my credit card for all charges incurred on my account as well as obtain any necessary pre-authorization for any of the estimated charges on the mentioned account. Furthermore, I authorize Discovery Lodge to verify the aforementioned statement and agree to hold Discovery Lodge harmless of all disputes with the credit card company issuing the aforementioned card. The authorization shall survive at all times.

Date authorized: _____

Signature: _____

