

HOTEL NOVOCASTRIAN

3rd Party Credit Card Authorisation

Please complete this form to authorise Hotel Novocastrian to apply charges for services to a credit card that will not be present at the Hotel.

GUEST INFORMATION

Guest name(s):
and/or reservation reference number(s):

Check in date (/ /): Check out date (/ /):

CARD INFORMATION

Card Owner Name: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
(Please include a personal name inc. a business name if applicable)

Card Number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Exp: _ _ / _ _
(Cards accepted are: Visa, Mastercard, Amex and Diners)

SERVICES COVERED (Please (X) desired options)

Accommodation Only ()	OR	Accommodation AND ()
- Guest will be asked for credit card or cash security deposit to guarantee for additional services at check in.		Dinner () Breakfast ()
		Mini-Bar ()
		Excluding Alcohol ()
		Internet ()
		Laundry ()
		Phone () Long Dist Y / N
		Other (please specify)
		All Charges ()

AGREEMENT

I, the undersigned, am the owner and/or fully authorised user of the above credit card. I hereby agree to have the selected services charged to the credit card. I understand that the Hotel may conduct a pre-authorisation on the credit card to the estimated cost of services at any time before or during guest stay. I agree to pay for all stated services in the event the credit card fails. I have read, understand and agree to the cancellation/hygiene policies and conditions of stay.

My Name: _____ Company: _____ Date: _____

Phone: _____ Email: _____

Postal Address (for credit card receipt): _____

Signed: _____

