

AUTHORIZATION TO CHARGE CREDIT CARD

Please email or fax back the completed form. Fax number is 785-841-2799

As a signer on the card listed below, I authorize the DoubleTree by Hilton Lawrence, 200 McDonald Drive, Lawrence, KS 66044 to charge this card for (please check all that apply):

- ☐ ALL HOTEL CHARGES
☐ ROOM & TAX CHARGES
☐ FOOD & BEVERAGE CHARGES
☐ INCIDENTAL CHARGES
☐ BANQUET FUNCTION ADVANCE PAYMENT/ DEPOSIT
☐ TOTAL BANQUET FUNCTION CHARGES
☐ OTHER (please specify) _____

Name of Group/ Individual Reservation _____

Date of Function/ Group Arrival _____

If this Credit Card supports a Direct Bill account, I also authorize the DoubleTree by Hilton Lawrence to charge this card the full Direct Bill amount remaining unpaid after 30 days.

Card Type: Amex Visa/MC Diners Discover Debit Card

Amount to be authorized/ charged _____

Please note: If you are providing us with a debit card, our credit card authorization system captures these funds automatically-taking the money out of the bank account. The credit will be posted to your hotel account immediately, but if you eventually pay by another method, your bank may take up to 10 days to reverse this original charge and credit the bank account. By signing below, you are authorizing this procedure. In the event of cancellation we are authorized to charge your cancellation fees according to the cancellation policy in your contract.

Full card number _____ Expiration _____ Three Digit _____

Name of card holder _____ Billing Zip Code _____

Signature of cardholder: _____

PLEASE COPY FRONT AND BACK (SIGNED) OF CARD HERE:

AMOUNT AUTHORIZED: _____ APPROVAL NUMBER: _____
HOTEL SIGNATURE: _____ DATE: _____