

Credit Card Authorisation Form

NAME OF GUEST(S)	
ARRIVAL DATE	
DEPARTURE DATE	
CONFIRMATION #	
QUOTED RATE	
COMPANY NAME	

I (name), hereby authorise the **Seasons Botanic Gardens Melb** to charge the following to the nominated credit card below for the guest(s) stated above.

<input type="checkbox"/> Room Only <input type="checkbox"/> Breakfast <input type="checkbox"/> Meals <input type="checkbox"/> Mini Bar <input type="checkbox"/> Pre-Auth / Deposit	<input type="checkbox"/> Telephone Calls <input type="checkbox"/> Dry Cleaning <input type="checkbox"/> Car Parking <input type="checkbox"/> All Charges <input type="checkbox"/> Other (please specify) _____
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Please be advised if all charges are not selected a credit card is required on check in

(A 2% service fee applies to AMEX & Diners Credit Cards)

Please note that from the 1st July 2017, all payments made by a Credit Card will incur a 1.3% non-refundable credit card surcharge. Payments made on a credit card will be charged in Australian Dollars (AUD). Guest(s) will need to make arrangement at time of booking and prior to arrival if they wish for the accommodation/ incidentals to be charged in a foreign currency. A 1.3% surcharge will still apply in the case we are requested to charge in a foreign currency.

NAME OF CARD HOLDER	
CARD TYPE	
CARD NUMBER	
EXPIRY DATE	
CCV NUMBER	
CARD HOLDER'S SIGNATURE	
TELEPHONE CONTACT	
EMAIL ADDRESS	
FAX CONTACT	

Signature: _____ Date: _____

***PLEASE PROVIDE A COPY OF THE FRONT & BACK OF THE NOMINATED CREDIT CARD AND CREDIT CARD HOLDER'S PHOTO IDENTIFICATION* (This form will not be accepted unless all details are clearly visible)**

All information is kept confidential and used only for the purposes as noted
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