



### Credit Card Authorisation Form

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

I (name) ....., hereby authorize the **Seasons Heritage Melbourne** to charge the following to the nominated credit card below for the guest(s) stated above.

- |   |   |
|---|---|
| <input type="checkbox"/> Room Only          | <input type="checkbox"/> Telephone Calls              |
| <input type="checkbox"/> Breakfast          | <input type="checkbox"/> Dry Cleaning                 |
| <input type="checkbox"/> Meals              | <input type="checkbox"/> Car Parking                  |
| <input type="checkbox"/> Mini Bar           | <input type="checkbox"/> All Charges                  |
| <input type="checkbox"/> Pre-Auth / Deposit | <input type="checkbox"/> Other (please specify) _____ |

Please be advised if all charges is not selected a credit card is required on check in

Nominated Credit Card Details (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: \_\_\_\_\_

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

**\*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)**

