

CREDIT CARD AUTHORISATION FORM

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

I, _____, hereby authorise the **Seasons Harbour Plaza, Sydney** to charge the following to the nominated credit card below for the guest(s) stated above.

- | | |
|--|---|
| <input type="checkbox"/> Room only | <input type="checkbox"/> All Charges include pre-authorisation amount of \$100-\$300 per room booked and includes \$1,600 fire brigade fee (Please see description below). |
| <input type="checkbox"/> Mini Bar | <input type="checkbox"/> Other (Please specify) _____ |
| <input type="checkbox"/> Telephone Calls | |
| <input type="checkbox"/> Car Parking | |
| <input type="checkbox"/> Dry Cleaning | |
| <input type="checkbox"/> Internet | |

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

- I certify that I am the authorised holder and signer of the credit card reference above. I certify that all information above is complete and accurate.

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)**

TERMS AND CONDITIONS

- 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.
- On confirmation of details, please email/fax back the completed form before the guest checks in. Failure to do so may result in the guest being charged directly for their stay.
- Should the fire alarm be set off due to excessive smoke or steam in any area/appliance used in the apartment or any other area on the hotel premises - and the fire brigade attends the property, the Seasons Harbour Plaza reserves the right to charge the credit card above the fire brigade fee of \$1,600.
- Please note that there is a Café onsite however, it is not managed by the Seasons Harbour Plaza. All breakfast charges are to be paid to the café directly. No chargeback options available.
- All other additional amounts such as incidentals, apartment damages and smoking fee of \$200 will added to the credit card above.
- All information is kept confidential and used only for the purposes as noted above.

