

Credit Card Authorization Form

MacEwan University Residence – 2017 Animethon 24

SECTION 4: Credit Card Information

<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	
_____ Credit Card Number	_____ / _____ Expiry Date
_____ Cardholder Name	_____ Cardholder Signature
_____ Cardholder Email	_____ Cardholder Phone #

SECTION 5: Terms and Conditions

- ✓ I authorize MacEwan University Residence to charge the credit card indicated in this document under the agreed terms.
- ✓ I understand that if the cardholder information is not my own, I must have this authorization signed by the cardholder before submitting payment authorization.
- ✓ I agree to my liability for this bill, and I agree to be held liable for all charges placed on this room by the above mentioned person(s) for the full amount of these charges and/or damages.
- ✓ **I agree to notify MacEwan University Residence of any changes in expiry date, account information, reservation dates, cancellations, or termination of the authorization for payment. I will do so no later than 48 hours prior to the scheduled arrival date.**
- ✓ **Cancellations and changes may be made to a reservation up to 48 hours prior to the scheduled arrival date. After this time, all charges for all nights' accommodation will be applied to the credit card on file. There will be no refunds or adjustments for cancellations, no shows, late arrivals or early departures.**
- ✓ I understand if the above mentioned person(s) are found to be smoking in the room or any place inside of the residence, a minimum \$250.00 additional cleaning charge will be applied against the credit card.
- ✓ I also agree not to partake or willfully allow any criminal activity by using the premises for an unlawful purpose or by violating federal, provincial or city laws or regulations. Violators will face eviction and banning from the hotel.
- ✓ Full payment for all nights' accommodation and parking due upon arrival unless **express check in** authorization selected.
- ✓ I understand that MacEwan University cannot be held responsible for damages and/or theft from vehicles in parking areas, or personal belongings that have not been secured by MacEwan University.
- ✓ **I have read, understand, and agree to the terms of the MacEwan University Residence 48 hours (business days) payment & cancellation policies.**

Please check ONE of the following options:

- (HOLD ONLY)** I authorize MacEwan University Residence to use the credit card indicated in this document to hold the reservation and to be applied to the 48 hours (business days) cancellation policy only, or any damage/ cleaning costs until & unless paid by the above person(s), failure to check out fees.
- (AUTHORIZE PAYMENT – EXPRESS CHECK IN)** I authorize MacEwan University Residence to use the credit card indicated in this document to hold the reservation, to be applied to the 48 hours (business days) cancellation policy, and for all room charges) or any damage/cleaning costs unless paid by the above person(s), failure to check out fees.
- ✓ Processing of payments will occur 48 hours prior to arrival. In the event the provided credit card is declined for authorization, I have been made aware that the express check in option will not be available and I will be required to make payment at time of check in.

I understand that by signing and submitting this form, I have read and agree to the terms of this form

Reservation Holder Signature: _____ **Date:** _____

Cardholder/Payee Signature: _____ **Date:** _____

Personal information requested on this form is collected and protected under the authority of the Alberta Freedom of Information and Protection of Privacy Act. The information is used for the purposes of managing the accommodation arrangements.

MacEwan University Residence Internal Use Only

Confirmation # _____ Entered by _____ Confirmation sent _____