

# Heston Hyde Hotel

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## 3<sup>RD</sup> PARTY CREDIT CARD - AUTHORISATION FORM

Completion of this form authorises the Heston Hyde Hotel to charge the card detailed below for goods and services supplied by the hotel, provided that the following information is also supplied:

1. A clear and legible photocopy of each side of the card
2. Proof of the cardholder's identity i.e. a copy of their passport, driving license or ID card.
3. In the case of company use, a fax, e-mail or letter from the company instructing the hotel to charge the card.
4. Signature on bottom of this form must match signature on back of designated credit card

**PLEASE BE AWARE THAT THIS TRANSACTION IS SUBJECT TO THE APPROVAL OF THE HOTEL GENERAL MANAGER. THE CARD HOLDER MAY BE CONTACTED TO CONFIRM THEIR ACCEPTANCE OF THE CHARGES.**

Please debit my Credit Card no: \_\_\_\_\_

Type of Card: \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_ for the following charges:

Please list the services for which we are to charge: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Amount to be charged: £ \_\_\_\_\_

Name of guest/function: \_\_\_\_\_

Date of arrival: \_\_\_\_\_ Date of departure: \_\_\_\_\_

Company name: \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Billing address for the card: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hotel Managers Signature \_\_\_\_\_ Date: \_\_\_\_\_