



## CREDIT CARD AUTHORIZATION RELEASE FORM

Date and Time of Event: \_\_\_\_\_

Client Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Client Email: \_\_\_\_\_

Client Phone: \_\_\_\_\_

Onsite Contact Name/Contact Info: \_\_\_\_\_

What would you like Welcome Sign to read? \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Phone Number of Cardholder: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

I, \_\_\_\_\_ (Guest Name), hereby authorize PRESS CLUB to charge all event costs, cancellation and additional fees, if any, to above credit card.

*Please see your event contract for details of your cancellation terms.*

I agree to be solely responsible for all said charges and cancellation fees for the above named individual.

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you and we look forward to hosting a wonderful event for you at Press Club!

**To be filled out by Events Team - For Floor Managers:**

Client/Company: \_\_\_\_\_

Event Space: \_\_\_\_\_