

Embassy Suites Denver Downtown Convention Center
1420 Stout St
Denver CO 80202

Phone: 303-592-1000
Fax: 720-587-6935
www.denverdowntown.embassysuites.com



CREDIT CARD AUTHORIZATION

PLEASE COMPLETE AND RETURN TO **Embassy Suites Denver Downtown Convention Center** TO megan.pierce@embassysuitesdenverdowntown.com OR VIA FAX TO: **720-587-6935**

I hereby authorize the Embassy Suites Denver Downtown Convention Center to charge the following:

- | | |
|---|--|
| <input type="checkbox"/> All Charges | <input type="checkbox"/> Banquet Bar Charges |
| <input type="checkbox"/> Room & Tax Only | <input type="checkbox"/> A/V Charges |
| <input type="checkbox"/> Food & N/A Beverages | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Alcoholic Beverages | <input type="checkbox"/> Spa Charges |
| <input type="checkbox"/> Long Distance Phone | <input type="checkbox"/> Attraction Tickets |
| <input type="checkbox"/> Movies | <input type="checkbox"/> Other (please describe) |
| <input type="checkbox"/> Meeting Room Charges | _____ |
| <input type="checkbox"/> Banquet Food Charges | _____ |

Name On Card: _____

Card Holder Billing Address: _____

Card Holder Home Phone: _____ Card Holder Work Phone: _____

Name of Guest(s)/Group: _____

Dates of Stay: _____

I have completed the portion below the dotted line with my partial credit card number. I understand that as soon as the arrangements have been secured to my credit card, the portion below will be destroyed and not kept on file.

Customer's Signature Date

To the card listed below:

CARD TYPE: _____ **EXPIRATION DATE:** _____

LAST 4 DIGITS OF CREDIT CARD NUMBER: _____ **SECURITY CODE:** _____

NAME (as appears on card): _____

SIGNATURE: _____ **DATE:** _____

Send a copy of the bill to the following address, fax number, or email address:

****The hotel will directly contact cardholder via telephone to obtain the full credit card number. The number will be directly entered into the hotel's payment system. At no time will the full credit card number be retained in writing.**
****The last four digits of the provided card must match the credit card used as a guarantee on the reservation. If the cards do not match, an alternative form of payment will be required for a guaranteed reservation.**
****For security purposes, please call the hotel directly should you need to update the card number on the reservation.**