

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

Phone: 303-592-1000
Fax: 303-592-1001
www.denverdowntown.embassysuites.com



CREDIT CARD AUTHORIZATION

PLEASE COMPLETE AND RETURN TO **Embassy Suites by Hilton Denver Downtown Convention Center** via fax or email prior to guest's arrival.

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

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

Name On Card: _____

Card Holder Billing Address: _____

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

Name of Guest(s)/Group: _____

Dates of Stay: _____

By signing and completing the portion below I authorize the above noted charges to be applied to the below noted credit card:

CARD TYPE: _____ EXPIRATION DATE: _____

LAST 4 DIGITS OF CREDIT CARD NUMBER: XXXX-XXXX-XXXX- _____

NAME (as appears on card): _____

CARDHOLDER SIGNATURE: _____ DATE: _____

Send a copy of the bill to the following email address:

****Please note that the above signature line must be manually signed. With your security as the cardholder in mind, we are unable to accept stamped/electronic signatures.**

****Upon submitting this form, please contact the hotel directly to confirm receipt and to provide the full card number for processing. For your security as the cardholder, this form only requires the last 4 digits. At no time will the full card number be retained in writing.**

**** The full amount will be charged to the credit card upon receipt of the signed form to guarantee a reservation.**