

# OMNI INTERLOCKEN RESORT

## CREDIT CARD AUTHORIZATION

This credit card authorization is used to ensure all event accounts are paid in full if direct billing has not been established, or to pay an account by credit card.

GROUP/EVENT NAME: \_\_\_\_\_

HOTEL CONTACT NAME: \_\_\_\_\_

EVENT ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_ DEPOSIT CHARGE DATE: \_\_\_\_\_

ESTIMATED CHARGES: \_\_\_\_\_ PRE-PAY CHARGE DATE: \_\_\_\_\_

*NOTE: Estimated charges are subject to change based on event changes.*

### PLEASE NOTE:

- The Omni Interlocken Resort will need to obtain an authorization from the issuing credit card company for the **full amount** of the *estimated* charges at least 6 banking days prior to the arrival / start of the scheduled group event.
- Should insufficient credit be available to secure an authorization, another credit card with available credit, or pre-payment must be presented in order for services to be provided.
- **Debit Cards:** Please be advised that when the debit card is authorized prior to the event, those funds will be held. At the time the card is charged a **second set of funds** is held by the banking institution as well. If you do not have funds in the account to cover double the actual charged amount, fees will be incurred as dictated by your banking institution. Within 3-5 business days after the charge is processed, the authorization usually releases and one set of funds returns to the account. However, this is also dictated by the banking institution and not the Resort. Please let us know if you are using a debit card and we will pre-charge the card as to shorten the amount of time between authorization and charge. The use of a credit card is suggested as the actual form of payment to eliminate payment challenges.

1. Type of Credit Card (Circle One) Amex Discover Diners Visa MC JCB  
\_\_\_\_\_ I am using a Debit Card
2. Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Verification # \_\_\_\_\_
3. Name of cardholder (Print) \_\_\_\_\_
4. Cardholder E-Mail(for receipt only) \_\_\_\_\_
5. Cardholder phone \_\_\_\_\_
6. Signature of cardholder \_\_\_\_\_