



VANCOUVER ISLAND CONFERENCE CENTRE

AUTHORIZATION TO BILL TO A 3RD PARTY CREDIT CARD

Please Print.

DATE : _____ CARDHOLDER NAME : _____

CARD NUMBER : _____ EXP : _____

VISA MC AMEX DISCOVER JCB

ACCOUNT TYPE: Individual (personal credit card)

Corporate / Company Name _____

CARD HOLDER'S SIGNATURE : _____

I certify that all information is complete and accurate. I hereby authorize Vancouver Island Conference Centre to collect payment for all charges as indicated in the Charges to be applied section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire event. I understand that a new form will have to be completed if guest wishes to extend his/her event. I certify that I am the authorized signer of the credit card listed above.

CARD HOLDER'S MAILING ADDRESS : _____

CITY : _____ PROVINCE/STATE : _____ POSTAL/ZIP CODE : _____

CARD HOLDER'S TELEPHONE NUMBER : _____ FAX : _____

NAME OF EVENT : _____

CHECK IN DATE : _____ CHECK OUT DATE : _____

MAILING ADDRESS : _____

CITY : _____ PROVINCE/STATE : _____ POSTAL/ZIP CODE : _____

TELEPHONE NUMBER : _____ FAX: _____

Charges to be applied :

- DEPOSIT(S) FOR EVENT
- ROOM & TAXES
- FOOD & BEVERAGE & TAXES
- AUDIO VISUAL & TAXES
- ALL CHARGES
- DOLLAR LIMIT \$ _____

If a dollar limit applies, please specify the total amount. Note that the amount is in Canadian Dollars.