CocoPalm restaurant

CREDIT CARD AUTHORIZATION FORM

All scheduled events with twenty (20) or more guests require a credit card on file with the Restaurant, in order to reserve an event.

A deposit is required in the amount of Ten dollars ($10) per the estimated number of, Which shall be charged upon the execution of a contract between the Restaurant and the Guest, outlining the terms and conditions of the agreement.

At LEAST Two (2) weeks PRIOR to the scheduled day of the event, full payment will be **automatically** charged to the guest's credit card, unless prior arraignments have been made.

Event Information

Event Name: **Event Date:**

Room Name: Event Time:

Est. # of Guests: Est. Total $: Deposit Amt $:

Credit Card Billing Information

Card Type: **Card #:**

Name on Card: Exp. Date:

Billing Address for Card: Billing City/Zip Code:

Cell # Fax # E-Mail :

I the undersigned, have received and read the Cocopalm Event General Contract and hereby authorize The COCOPALM Restaurant to charge my credit card for a deposit in the amount of:

$_____.

I further authorize a charge to this credit card for the balance due under the agreement, two (2) weeks prior to the scheduled day of the event, plus any additional charges due under contract, unless prior arrangements have been made with the Restaurant. **All deposits are not refundable**

Card Holder Signature: _____ Date: _____
(As it appears on the card)

(Obtain a credit card imprint, signature of credit card holder and STAPLE to this form!)

The CocoPalm Restaurant
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www.cocopalmrestaurant.com