



BY CHOICE HOTELS

MAINE EVERGREEN HOTEL

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Credit Card Authorization Form

REV 3.12.2019

*** Please be aware that the hotel will not check-in a guest without payment authorized for Room and Tax, AND a credit card authorized for Incidentals & Damages. If you are only consenting payment of Room & Tax, ensure that the guest is aware that they will need to present their own valid credit or debit card upon arrival with their name imprinted on the card and sufficient funds to cover incidentals & damages. "Prepaid" Credit or Cash Cards are not acceptable for presentation at check-in. ***

For more information visit https://www.augustaqualityinn.com/en-us/policies-info/payment-policy .

As an approved cardholder, I authorize the Quality Inn & Suites Maine Evergreen Hotel of Augusta, Maine to charge the following to the credit card listed below.

___ ROOM AND TAX CHARGES

___ INCIDENTALS & DAMAGES (i.e. charges from our convenience shop, rollaway rentals, etc. Please note we are a non-smoking, pet-free property, and violation of these policies may result in damage fees of \$350 or more)

Name of Guest(s) or Group: _____

Arrival Date: _____ Departure Date: _____ Open for future reservations (please circle): YES / NO

Credit Card Number: _____ Exp. Date: _____

Name of Cardholder (Please Print): _____

Signature of Cardholder: _____ Date: _____

Contact Phone Number: _____ Email: _____

Please note: If the above card is a debit/check card, we reserve the right to run an authorization on an amount sufficient to cover any potential charges as detailed above, which will hold the funds in your checking account. If the final amount is less than the authorization hold, the remaining balance will be released in the hotel's system immediately but may take up to 10 business days for your bank to process. This hotel will not be held responsible for any charges or fees that your bank imposes on you for overdrafts, transfers, service fees, etc. in connection with the use of a debit/check card.