



BY CHOICE HOTELS

MAINE EVERGREEN HOTEL

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Credit Card Authorization Form

***A PHOTO COPY OF THE FRONT AND BACK OF THE CREDIT CARD
MUST BE SUBMITTED WITH THIS FORM.***

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

Initial: ____ ROOM AND TAX CHARGES

Initial: ____ DAMAGES *(Please note we are a pet-free,
non-smoking hotel, and violation of these policies may
result in damage fees of \$350 or more)*

Initial: ____ ROLLAWAY BED CHARGES

Initial: ____ GIFT SHOP CHARGES (UP TO \$ ____)

Initial: ____ LONG-DISTANCE TELEPHONE CHARGES

Initial: ____ FAX CHARGES

Initial: ____ COPY CHARGES

Initial: ____ EARLY CHECK-IN *(subject to availability)*

If any of the above charges are not authorized, a personal credit card will be required from the guest(s) at check-in. If the guest(s) cannot provide a personal credit card to cover these charges, we will be unable to check the guest(s) in.

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:** _____

**Signature must match signature on attached copy of the credit card. If the card is not signed, a copy of the cardholder's ID must also be submitted.*

Contact Phone Number: _____ **Email:** _____

Please note: If the above card is a debit/check card, we reserve the right to run an authorization for 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.

