



**Credit Card Authorization Form
for**

TownePlace Suites & Suites by Marriott / Austin Northwest

Please check either Individual Reservation, Multiple Corporate Reservations, or Guarantee Group Room Hold.

___ Individual Reservation(s) One Time Use

Name of Guest: _____

Confirmation Number: _____

Arrival Date: _____

Length of Stay / Check-Out Date: _____

___ Multiple Corporate Reservation(s) Ongoing

If checked Multiple Corporate Reservations, I authorization the Fairfield Inn & Suites by Marriott to retain the corporate credit card on file for future call in reservations.

Begin Date: _____

End Date: _____

___ Group Rooms Guarantee Hold

Group Rooms Guarantee Hold will be utilized to guarantee individual group reservations under your designated housing block. This guarantee hold is to secure rooms only and not to be utilized for group payment.

Group Name: _____

Begin Date: _____

End Date: _____

.....
I authorize TownePlace Suites by Marriott to charge my credit card for the following expenses:

___ Group Rooms Guarantee Hold.

___ Room & Tax Only

___ All Charges (Room, Tax and Incidentals)

___ Room, Tax and certain Incidentals (Please check all that apply):

___ Long Distance ___ Dry Cleaning ___ Market

.....
Signature of Card Holder: _____

Card Number: _____ Exp. Date: _____

Contact Information: (Name / Address)

Phone Number: _____ Fax Number: _____

This form must be completed and sent to the hotel prior to the guest's arrival or function start date.