

Function Name: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

## Credit Card Authorisation – for payments of event charges

### Person responsible for payment

Full Name: \_\_\_\_\_

Address (must be provided): \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone number: \_\_\_\_\_

### Credit Card Details (NB: all credit card payments subject to 1% processing fee)

- I authorise this card to be charged for the payment of \$\_\_\_\_\_
- I authorise this card to be charged for the balance of any charges AND/OR any beverage tab or extensions
- Please use this card for any refund due

Card Type     visa                       amex                       mastercard                       diners club

Authorised signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

## Authorisation – for payments of event charges

***In the event of a refund being owed for your event,*** to avoid delays in payment of this we ask you to kindly also fill in the below details. This is not mandatory but please be aware if you do not do so, and a refund is eventually applicable, delays in payment may be experienced.

Due to auditing reasons if the function name is different to the account name I hereby authorise any refund owed to be processed into the below account:

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Sign: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_