



Virginia Beach Oceanfront

## CREDIT CARD AUTHORIZATION FORM

I, \_\_\_\_\_, hereby authorize the Hilton Garden Inn Virginia Beach Oceanfront to charge my credit card for the following items;

Guestroom Room &amp; Tax Charges

Guestroom Incidental Charges

Catered Food &amp; Beverage Functions

Meeting Room Rental

Other: \_\_\_\_\_

Notes: \_\_\_\_\_

Amount to Charge: \_\_\_\_\_

Signature: \_\_\_\_\_

*All blanks must be completed before hotel can process authorization.*

|  |
|--|
| <b>Use for Catered Food &amp; Beverage Functions or Group Events</b> |
|--|

|                |       |                  |       |
|----------------|-------|------------------|-------|
| Name of Group: | _____ | Name of Contact: | _____ |
|----------------|-------|------------------|-------|

|                |       |                 |       |
|----------------|-------|-----------------|-------|
| Name of Event: | _____ | Dates of Event: | _____ |
|----------------|-------|-----------------|-------|

|                   |       |
|-------------------|-------|
| Address of Group: | _____ |
|-------------------|-------|

|        |       |      |       |
|--------|-------|------|-------|
| Phone: | _____ | Fax: | _____ |
|--------|-------|------|-------|

*All blanks must be completed before hotel can process authorization.*

|                                       |
|---------------------------------------|
| <b>Use for Guestroom Reservations</b> |
|---------------------------------------|

|                |       |                      |       |
|----------------|-------|----------------------|-------|
| Name of Guest: | _____ | Confirmation Number: | _____ |
|----------------|-------|----------------------|-------|

|                |       |                 |       |
|----------------|-------|-----------------|-------|
| Check-In Date: | _____ | Check-Out Date: | _____ |
|----------------|-------|-----------------|-------|

|                   |       |
|-------------------|-------|
| Address of Guest: | _____ |
|-------------------|-------|

|        |       |      |       |
|--------|-------|------|-------|
| Phone: | _____ | Fax: | _____ |
|--------|-------|------|-------|

***All blanks must be completed before hotel can process authorization. Credit Card Authorization forms are subject to approval by the Hilton Garden Inn, we reserve the right to deny use of an authorization form.***

Hilton Garden Inn Virginia Beach Oceanfront  
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