



## CREDIT CARD AUTHORIZATION FORM

Master Account

Group Name:

Convention Dates:

Convention/Catering Manager:

THIS LETTER SERVES AS AUTHORIZATION TO CHARGE TO THE CREDIT CARD BELOW WITH THE TOTAL AMOUNT DUE FOR THE FOLLOWING GROUP FUNCTION AS CONTRACTED WITH THE GRAND HYATT NEW YORK: THIS INCLUDES, BUT IS NOT LIMITED TO ATTRITION FEES, CANCELLATION FEES, NO SHOW FEES AND DEPOSITS OR FULL PREPAYMENTS

*\*\*\*\*Please note that the card will be charged the estimated amount three to five business days prior to the event.\*\*\*\**

- COMPANY NAME** \_\_\_\_\_
- BILLING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_
- TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_
- CREDIT CARD NUMBER:** \_\_\_\_\_
- EXPIRATION DATE:** \_\_\_\_\_
- NAME AS IT APPEARS ON CARD:** \_\_\_\_\_
- CARD HOLDER'S SIGNATURE:** \_\_\_\_\_

**NOTE: IN ORDER TO ENSURE THE IDENTITY OF THE SIGNER AS CARDHOLDER, WE ASK THAT YOU SEND A LEGIBLE/READABLE PHOTO COPY OF THE FRONT AND BACK OF THE ACTUAL CARD, ALONG WITH THIS FORM PLEASE FORWARD THIS FORM AND THE TWO PHOTO COPIES TO YOUR SALES OR CATERING MANAGER:**

**GRAND HYATT NEW YORK**  
Park Avenue at Grand Central  
New York, NY 10017