

Group & Catering
Credit Card Authorization Form

Company /Event Name: _____

Group Arrival or Event Date: _____

I authorize the following charges, marked below, to be billed to my credit card.

- Room & Tax Only
- Room, Tax, Incidentals (Sleeping Rooms, Meals, Phone Call, Gift Shop, Lounge Charges and Room Service)
- Restaurant/Room Service Charges
- Fax / Copy Charges
- Banquet Food & Beverage Charges & Meeting Room Rental fee's
- Audio Visual Equipment Rental Charges **- See the below Additional Sign off for PSAV charges**
- Self Parking
- Valet Parking
- Other (Specify, Box Handling, Etc.) _____

Forms should be returned to:

the Credit Department by FAX at 210.222.0235 Or via Email Jennifer.hill4@hilton.com or Patrick.galvan@hilton.com

Your credit card will be authorized 10 days prior to arrival and charged 72hrs prior to arrival for the full anticipated charges as outlined on Group/Event resume and banquet event orders.

Any Group or Event Performance / Attrition charges will be charged to this credit card per your contractual agreement with the hotel

I hereby authorize the Hilton Palacio del Rio to charge for all items indicated above to my credit card per my contractual agreement:

Credit Card Number: _____ **Exp Date:** _____ / _____

Name on Card (please print): _____ **Today's Date:** _____

Authorized Signature: _____

Phone Number: _____ **Email:** _____

The Controller of the State of Texas requires 8.25% Sales Tax to be applied to the final invoice for any AV(3rd Party Charges) that are billed to a Group / Event Master account.

**Please
select
one
option**

_____(Initial) I hereby authorize the Hilton Palacio del Rio to post AV charges to our Master Account and understand that it will be subject to the double tax per the State of Texas.

**** OR ****

_____(Initial) The Group/Event will provide a credit card directly to PSAV prior to departure.

PSAV must receive a form of payment prior to departure or charges will automatically be posted to the group master

****If your Group/Event is Sales Tax Exempt you can opt to have the AV posted to the master as the Sales Tax will be removed***

HILTON PALACIO DEL RIO

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