

Bride's Name:

Wedding Date:

THE POUGHKEEPSIE



Reservation's Only: 1-800-216-1034
Hotel Phone Number: 845-485-5300

Reservation's Fax: 845-486-7220
Front Desk Fax: 845-485-4720

Credit Card Authorization Form

Name as it appears on credit card: (Print) _____

Card holder's phone number: _____

Credit Card Number: _____ Exp. Date: _____

*Please Check the charges that are to be covered by this credit card:

*If you choose **Room & Tax only**, the guest(s) **must provide** their valid individual credit card at check-in for their incidentals. (For Overnight Guests)

_____ Room & Tax ONLY

_____ ALL CHARGES

_____ Tax Exempt
(must provide NYS form with this letter)

_____ Meals

_____ Incidentals ONLY

___X___ Damages

_____ BANQUET Function (name & date of your function) _____

_____ DEPOSIT ONLY (Please specify \$ amount) \$ _____

Please make a legible copy of the Front & Back of this card, on a separate page: We will NOT process your card without the legible copy !!

I Authorize the Poughkeepsie Grand Hotel to charge this credit card as agreed in this authorization letter,

Signed: _____

*If you will be covering these charges for someone other than yourself, please list the name(s) of the guest(s) OVERNIGHT GUESTS ONLY FOR THIS SECTION

Name: _____ Arrival Date: _____ Conf# : _____

Name: _____ Arrival Date: _____ Conf#: _____

*If there are more names, please list on a separate page