



1155 Broadway, New York, NY 10001

Phone: (212) 679-7665 Guest Fax: (212) 679-7694

Credit Card Authorization Form

I, _____ authorize the Broadway Plaza Hotel to
(Cardholder's Name)
charge my credit card for the following charges:

- Payment of room & tax for the following reservation. Guest will need to establish credit and is required to provide an additional \$100 for an incidental charges/security deposit by credit card or \$200 if a cash deposit, at check-in. Any unused portion is returned or the credit released at check-out.
- Payment of room, tax and incidental charges for the following reservation.
- Incidental charges only
- Other: _____

Guest Name: _____ Confirmation # _____

Arrival: _____ Departure: _____ Room Rate: _____

Cardholder's Name: _____ Cell Phone # _____

Billing address: _____ Email address: _____

VISA MASTER CARD DISCOVER AMERICAN EXPRESS DINERS CLUB

Credit Card Number: _____ Expiration Date: _____ CID Code _____

Cardholder's Signature: _____ Date: _____

PLEASE HAVE THE CARD HOLDER COMPLETE THE FORM, SIGN AND EMAIL BACK WITH SCANNED COPIES OF THE FRONT AND BACK OF THE CREDIT CARD AND THE CARDHOLDERS OFFICIAL PHOTO ID. PLEASE SEND ALL DOCUMENTS TO: RESERVATIONS@BROADWAYPLAZAHOTEL.COM.

CANCELLATION POLICY: BY 3PM, EASTERN STANDARD TIME, 48 HOURS PRIOR TO ARRIVAL DATE. IF CANCELED AFTER THAT TIME, YOU WILL BE CHARGED THE FIRST NIGHTS ROOM AND TAX CHARGES AND ANY REMAINING DAYS WILL BE CANCELED.

IF YOU ARE USING AN INTERNATIONAL/FOREIGN CREDIT CARD, WE MUST RECEIVE THE AUTHORIZATION FORM AND THE REQUIRED SUPPORTING DOCUMENTS, A MINIMUM OF 30 DAYS PRIOR TO THE GUEST'S ARRIVAL DATE. PLEASE NOTE THAT ALL INTERNATIONAL/FOREIGN CREDIT CARDS WILL BE CHARGED FOR THE AUTHORIZED CHARGES UPON RECEIPT. IF RECEIVED INSIDE OF 30 DAYS, WE ARE NOT ABLE TO ACCEPT INTERNATIONAL/FOREIGN CREDIT CARD AUTHORIZATION FORMS AS WE ARE UNABLE TO CONFIRM THE CREDIT CARD DETAILS OUTSIDE THE U.S.A.