

Dear Sir/Madam,

This form has been created to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **JW Marriott Desert Springs Resort and Spa** at **(760) 341-1792**

### Cardholder Information

Name as it appears on the credit card: \_\_\_\_\_

Card type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account type: ☐ Individual (personal credit card)

☐ Corporate | Company Name: \_\_\_\_\_

Account number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Address: \_\_\_\_\_  
(where statement is mailed)

City, State and Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

### Event Information

Event name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

Event date: \_\_\_\_\_

### Event Charges

| Equipment<br>Rental: | Service<br>Charge<br>(24%): | Taxes(8.00%): | Total |
|----------------------|-----------------------------|---------------|-------|
| _____                | _____                       | _____         | _____ |

All Charges: \_\_\_\_\_

\*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

I certify that all information is complete and accurate. I hereby authorize **JW Marriott Desert Springs Resort and Spa** to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed \_\_\_\_\_ for the entire event. I understand that a new form will have to be completed if the guest wishes to extend their stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_