



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: \_\_\_\_\_

Billing telephone number: \_\_\_\_\_

☐ VISA ☐ MASTER CARD ☐ DISCOVER ☐ AMERICAN EXPRESS ☐ DINERS CLUB

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CID Code \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE HAVE THE CREDIT CARD HOLDER COMPLETE THE FORM, SIGN AND EMAIL BACK WITH SCANNED COPIES OF THE FRONT AND BACK OF THE CREDIT CARD AND THE CREDIT CARD HOLDERS GOVERNMENT ISSUED PHOTO ID. PLEASE SEND ALL DOCUMENTS TO: [RESERVATIONS@BROADWAYPLAZAHOTEL.COM](mailto:RESERVATIONS@BROADWAYPLAZAHOTEL.COM). **THE FORM MUST BE RECEIVED A MINIMUM OF 48 HOURS PRIOR TO THE GUEST'S ARRIVAL DATE.**

WE DO NOT ACCEPT INTERNATIONAL CREDIT CARDS AS WE ARE UNABLE TO CONFIRM THE CREDIT CARD DETAILS. WE ACCEPT PAYMENT VIA WIRE TRANSFER AND THERE IS AN ADDITIONAL \$30 WIRE FEE FOR ANY WIRE TRANSFER. PLEASE CONTACT THE HOTEL FOR MORE DETAILS.

**CANCELLATION POLICY:** BY 3:00 PM, 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 HAVE RESERVED A NON-REFUNDABLE ROOM RESERVATION, THERE ARE NO MODIFICATIONS OR CANCELLATIONS. THE FULL ROOM AND TAX CHARGES ARE ASSESSED AND NO REFUNDS WILL BE ISSUED.