



BURNABY
HOTEL AND CONFERENCE CENTRE

4331 Dominion Street | Burnaby | British Columbia | Canada | V5G 1C7
Telephone: (604) 453-0750 • Fax: (604) 453-0775 • www.deltahotels.com

CREDIT CARD “PAYMENT OF BALANCE” BILLING AUTHORIZATION

Attention: Catering Department OR Accounting/Credit Department Delta Burnaby Hotel and Conference Centre
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Upon review of your event and charges, any amount owing will be applied to the below listed credit card. You will receive a final copy by mail of the paid invoice & back up documentation for review.

Please be advised that the following items are necessary before consideration of this request. The card holder may be contacted for verification purposes. The hotel reserves the right to deny the extension of 3rd party billing, should they see fit. The hotel does require....

- 1) A legible photocopy of the front and back of the Credit Card listed below
- 2) A legible photocopy of the Card Holder’s valid picture ID (Drivers License or Passport)
- 3) All documents must be received by fax AT LEAST 72 hours prior to the event date

TYPE OF CREDIT CARD: VISA MASTERCARD AMEX

CREDIT CARD #: _____ **Expiry:** ____/____

CARDHOLDER’S NAME: _____

CONTACT PHONE#: (____) _____ **FAX# :**(____) _____

ADDRESS: _____

I hereby acknowledge the use of my credit card for payment of the above mentioned charges for the (Event name) _____ to be held at the hotel on (Event date/s) _____, 20____.

Please note: Any outstanding estimated amount will be charged to the credit card three business days prior to group event date → signing this form constitutes permission. Should adequate payment not be received, the hotel reserves the right to postpone the event.

CARDHOLDER SIGNATURE: _____

The Delta Burnaby Hotel and Conference Centre reserves the right to decline the reservation if the appropriate documentation (see next page) are not provided.

Clerk Initials: _____

RETURN FAX: (604) 453 – 0775



Event Name: _____

Event Date: _____, _____

- To complete the process, please include copies as indicated below with your payment information...event is not confirmed without ALL applicable copies

Credit Card Photocopy

Front

Back

Drivers License of Card Holder or Passport

Front

Back

Clerk Initials: _____

**The Delta Burnaby Hotel and Conference Centre reserves the right to decline the credit card
If the appropriate documentation is not provided.**