

Conferences & Accommodation Okanagan Campus

LETTER OF AUTHORIZATION

Arrival Date:	Departure Date:
Group/Individual Guest:	
CREDIT CARD INFORMAT	 DN
Name of Cardholder:	Phone #:
Card Type: 🛛 Visa	MasterCard American Express
Card Number:	
Exp. Date: Cardholder's Signature: (**Please only provide your first and last listed above for the remaining digits **)	- Four digits of your credit card. We will contact you at the telephone number

I authorize UBCO Conferences & Accommodation to charge the above credit card for the below listed charges during the specified period listed.

I authorize the following:

□ Room & Tax Charges

Extensions (I authorize the guest(s) to extend their stay past the original departure date)

I understand that if the guest does not arrive the credit card will be charged a <u>No-Show Fee</u> equal to one night's room and taxes. Reservations are made to comply with our 48-hour cancellation policy. Failure to provide cancellation notice within 48-hours will result in the credit card being charged equal to one night's room charges. All incidental charges are the responsibility of the cardholder.

LONG TERM RESERVATIONS

Long-term reservations (30 days+) will be charged a 15-day deposit at time of booking and held until check out. 30 nights will be collected at check in, and the remainder in monthly installments.

Cancellation must be received 7 days prior to the date of arrival for all long term reservations (30 days+).