



## CREDIT CARD AUTHORISATION FORM

All reservations must be guaranteed by a credit card. Failure to provide a credit card will result in an automatic cancellation of the reservation. This form is to allow third party expenses charged to your credit card. Please provide all information requested to ensure prompt processing of your reservation. Once completed please email to the Motel Manager - sami@thelookoutcave.com.

I / We \_\_\_\_\_ (card holders name) from \_\_\_\_\_ (company name)  
hereby authorise the Lookout Cave Underground Motel to charge my credit card for the following charges for the guests listed below: Please circle allowances for charges.

ROOM ONLY	NON- ALCOHOLIC BEVERAGES	CONTINENTAL BREAKFAST \$14.50 per guest	AIRPORT TRANSFERS \$20 one way up to 6 passengers	SECURITY BOND \$50 per motel room \$100 per apartment	INCIDENTALS / DAMAGES
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Guest Name:	Arrival Date:	Departure Date:
Guest Name:	Arrival Date:	Departure Date:
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Guest Name:	Arrival Date:	Departure Date:
Guest Name:	Arrival Date:	Departure Date:
Guest Name:	Arrival Date:	Departure Date:

**CARD TYPE: (PLEASE CIRCLE ONE)**



**CARD NUMBER:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**EXPIRY DATE:** \_\_\_\_\_ / \_\_\_\_\_ **(CVV\*) OR (CVC):** \_\_\_\_\_

**NAME ON CARD:** \_\_\_\_\_

**SIGNATURE ON CARD:** \_\_\_\_\_

PLEASE ATTACH:

1. A copy of the credit card given above - Front & Back
2. A copy of the credit card holders photo ID (drivers license or passport accepted)

I certify that all the information on the credit card authorisation form is completed and correct. I understand that a new form will have to be completed if the guest needs to extend his/her stay at the Lookout Cave Underground Motel.

**AUTHORISED SIGNATURE** \_\_\_\_\_

(Card Holders Signature)

## WHAT IS A PRE-AUTHORISATION ?

The Lookout Cave Underground Motel adheres to proper card acceptance and validation norms defined by credit card associations. All reservations must be guaranteed by a valid credit card at time of booking.

A pre-authorisation places a defined amount of funds in a holding-state and temporarily reduce one's credit card limit, but it is NOT a transaction charge and will not be reflected in one's credit card statement. Depending on one's credit card bank's set up, the pre-authorised amount will be released between 1-10 business days.

The Lookout Cave Underground Motel reserves the right to either charge or pre-authorise the provided credit cards up to the full reservation amount at point of reservation. Non-valid credit cards will result in automatic cancellation of the reservation. The Lookout Cave Underground Motel also reserves the right to collect, through a pre-authorisation, \$50 per motel room and \$100 per apartment as a deposit for incidentals or damages. The pre-authorisation is cancelled the day of check out upon the guests room being checked for incidentals or damages.

For assurance, guests are encouraged to check with their respective credit card bank to:

- ★ Confirm the above understanding of a pre-authorisation;
- ★ Confirm that a pre-authorisation - and NOT a charge - has been performed; and
- ★ Affirm the pre-authorised amount and when it will drop off as scheduled.

## CREDIT CARD AUTHORISATION FORM

If you are making this reservation(s) for a 3rd party, please print [Credit Card Authorisation Form](#). You must complete and email the duly signed form together with any additional documents required (stated on the form) in order to complete your reservation.