



**CREDIT CARD AUTHORIZATION FORM**  
**Catered Food & Beverage Functions or Group Events**

I, \_\_\_\_\_, hereby authorize the DoubleTree by Hilton Virginia Beach to charge my credit card for the following items:

- |  |   |
|--|---|
| <input type="checkbox"/> Guestroom Room & Tax Charges      | <input type="checkbox"/> Guestroom Incidental Charges |
| <input type="checkbox"/> Catered Food & Beverage Functions | <input type="checkbox"/> Meeting Room Rental          |
| <input type="checkbox"/> Other: _____                      |   |

Name on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Card Type and Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Amount to Charge: \_\_\_\_\_

Name of Group: \_\_\_\_\_ Name of Contact: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Dates of Event: \_\_\_\_\_

Street Address of Group: \_\_\_\_\_ City, State, Zip of Group: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature \_\_\_\_\_

**DoubleTree by Hilton Virginia Beach**  
**1900 Pavilion Drive, Virginia Beach, VA 23451**  
**Phone: 757-422-8900 Fax: 757-422-0039**

**A copy of the card holder's driver's license and the back of the credit card must be submitted with this form.**