

Credit Card Authorisation Form

Please complete this form if you would like to have your bond held against your credit card or if you are making hall hire payment by credit card. Please refer to the back of this form for Terms and Conditions.

Facility: _____ Function Date: _____

Contact Name: _____

Phone: Home: _____ Work: _____ Mobile: _____

Email Address: _____

Postal Address: _____

_____ Post Code: _____

Drivers Licence Number: _____

Credit Card Bond Authorisation

Complete this slip if you would like your **bond** to be held against your credit card. If you choose to do this your credit card will only be charged if a bond deduction is required as stated in the City of Cockburn Community Facilities Conditions of Hire.

Credit Card Details

Bond Amount: \$ _____

Cardholders Name: _____

Card Number: ____ / ____ / ____ / ____

Expiry Date: ____ / ____ Card Type: MasterCard Visa

Credit Card Signature: _____ Date: _____

Office Use Only

Once Only Bond Cancel Bond Standing Bond Deduct from Bond \$ _____

Authorising Officer: _____ Date: _____

Credit Card Payment Authorisation

Complete this slip if you would like your **hire charges** to be deducted from your credit card for your booking.

Credit Card Details

Payment Amount: \$ _____

Cardholders Name: _____

Card Number: ____ / ____ / ____ / ____

Expiry Date: ____ / ____ Card Type: MasterCard Visa

Credit Card Signature: _____ Date: _____

Process for Paying Bonds by Credit Card:

The City of Cockburn will take all details relating to your credit card. No money will be charged to the card, unless there is any need for a bond deduction. (See conditions of hire for details.)

In the case of a bond deduction being necessary the City of Cockburn will debit the amount from your credit card. A bond deduction will be limited to the bond amount stated above and will be charged to the above credit card within 15 working days from the date of hire. Should the City of Cockburn determine a claim for recovery of costs that is greater than the bond amount, an invoice will be raised for the balance of funds.

In the event the credit card details you supply the City with is incorrect the hirer will receive an invoice from the City of Cockburn for all bond deduction charges relevant.

Terms & Conditions

- You agree that all of the information you have produced to the City of Cockburn in relation to the credit card payment is correct.
- You warrant City of Cockburn that you are fully authorised to use the credit card details as provided on the form
- You warrant to the City of Cockburn that your credit card is within validity date and is not listed on any warning bulletin held by any bank or credit card provider.
- Whilst the City of Cockburn will use all reasonable endeavours to ensure the security of your information provided, the City of Cockburn does not warrant that other parties will not assess the information.
- The hire fee will be deducted from your credit card the working day before your event.