

HOTEL NAME: Red Lion Hotel on the River – Jantzen Beach **TELEPHONE:** (503)-978-4597
ADDRESS: 909 North Hayden Island Drive
Portland, OR 97217
HOTEL CONTACT: Cherise Crane (cherise.crain@redlionontheriver.com)

CREDIT CARD AUTHORIZATION REQUEST

Name: _____ **Telephone:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Card Number: * _____ **Exp Date:** _____
Last Four Digits on Credit Card: _____ **CCV Code:** _____
Card Holder Name: _____ *(Please print)*
Card Holder Signature: _____

* In lieu of providing the card number on this form, you may also call the hotel directly with the information.

TO BE USED FOR GUEST ROOMS

Guest Name: _____ **Confirmation Number:** _____
Arrival Date: _____ **Departure Date:** _____
To Be Used For: Room & Tax ONLY Meals Incidentals All Charges

TO BE USED FOR BANQUET/CATERING/SALES

Group/Meeting Name: _____ **Event Date:** _____
Contact Name: _____ **Phone:** _____
To Be Used For: All Charges Room/Tax F&B All Incidentals
Advanced Deposit: \$ _____ **Other:** _____ (Please specify)

TO BE USED FOR MISCELLANEOUS CHARGES

Charges: Gift Certificate Other: _____ (Please specify)

I am an authorized signatory on the card above, and I agree to pay for the charges listed above:

Authorized Signature: _____ **Date:** _____
 ** Estimated charges will be processed two (2) business days prior to your event **

-- FOR ACCOUNTING USE ONLY --

Date Received:		Federal Tax ID #:	20-1969270
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Fax this form to:

Red Lion Hotel on the River - Attn: Sales Fax (503) 735-4847

DO NOT EMAIL THIS FORM