



EVENT BOOKING DEPOSIT CREDIT AUTHORIZATION

THIS FORM MUST BE COMPLETED AND RETURNED IN ORDER TO RESERVE THE
EVENT SPACE FOR THE DESIRED DATE AND TIME.

All information will remain confidential

EVENT NAME: _____

EVENT DATE: _____

I authorize Harmony Hall to charge the amount listed below to the credit card provided herein. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement. An amount of \$100 is authorized for deposit to hold the above date from the time of signing. Cancellations within 15 days of the event date will incur a fee equal to 50% of estimated food costs in addition to the forfeiture of deposit.

- > The deposit will be applied back to the final bill at the conclusion of the event.
- > There is an automatic 20% gratuity applied to the bill at the conclusion of the event.
- > If food and beverage minimum is not met, the difference will be added to the final bill as a room rental charge.

Name on card:	_____
Billing address:	_____ _____
Credit card number:	_____
Expiration date:	_____
Credit card identification number:	_____
(TO BE FILLED OUT BY HARMONY HALL) Amount to charge:	_____

Cardholder - Please sign and date

Signature: _____

Date: _____

Print name: _____

Return the completed and signed form to the following:

Alicia Cunningham
Event Manager
alicia@harmonybeer.com
Harmony Hall
401 Stocking Ave NW
Grand Rapids, MI 49504