Name must match on Facility Reservation Application and Credit Card Authorization Form

Name (as it appears on card)

Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Ex.

Card Number

☐☐☐☐-☐☐☐☐-☐☐☐☐-☐☐☐☐

Driver's License Number and Expiration Date

Expiration Date ☐☐/☐☐ compare exp. date with rental date

Email Address

Phone number ☐☐☐-☐☐☐-☐☐☐☐

Address (street number and name)

Total Amount of Security Deposit $ ☐☐☐☐.☐☐

CVC # ☐☐☐

City, State and Zip Code

Please read and sign below

I, _____, understand that I am allowing a security deposit hold on my credit/debit card for a security deposit in the amount of $_____ in order to reserve a City facility, **(name of facility & date of rental)** _____. This security deposit hold is due at the time the Facility Reservation Application is submitted. I understand the City of Riverside Parks, Recreation and Community Services Department reserves the right to place an authorized hold on my credit/debit card in order to cover the security deposit amount. I agree to forfeit all or a portion of my security deposit amount in the event of damage to the City facility or additional costs incurred during the time of my rental, **per Section 3** of the **Rules and Regulations**.

Additionally, this Credit Card Authorization Form will be used if a rental cancellation is requested and if fees need to be applied. **Fees are according to the signed Facility Reservation Application / Part 2 Section 2.**

Should no additional charges to the City be incurred, the Credit Card Authorization Form shall be destroyed and the hold on the credit/debit card will be released by the City of Riverside Parks, Recreation and Community Services Department. In the event the damages exceed the security deposit amount or the credit/debit card has insufficient funds, I understand I am responsible for all costs associated with fees from the Collections Division.

Signature of Cardholder

Date

Staff Use Only

Permit Number

Staff please initial, to the right, that you verified Credit Card and Driver's License information.

Driver's License ☐

Credit Card ☐

Date Taken

Location Taken

Event Location

Staff Name (print)

10/22/2018