

## LETTER OF CREDIT CARD AUTHORIZATION

Date \_\_\_\_\_ From \_\_\_\_\_  
To: 21 Oceanfront Restaurant Company \_\_\_\_\_  
2100 W. Oceanfront Address \_\_\_\_\_  
Newport Beach, CA 92663 \_\_\_\_\_  
Email \_\_\_\_\_  
Phone: (949) 673-2100 Work Phone \_\_\_\_\_  
Fax: (949) 673-2101 Contact Cell Phone \_\_\_\_\_  
Fax \_\_\_\_\_

.....  
I, the undersigned, authorize **21 Oceanfront Restaurant** to charge the Event Deposit (50% of the Food and Beverage Minimum Guarantee) to my credit card for the following activity:

Group Name: \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_

Dinner for \_\_\_\_\_ people at \_\_\_\_\_ p.m. on \_\_\_\_\_  
(#) (Time) (Date)

Space/Room \_\_\_\_\_ Private or Not Private \_\_\_\_\_

Food and Beverage Minimum Guarantee \_\_\_\_\_

*(All Food and Beverage Minimum Guarantee's outlined in the contract DO NOT include tax and gratuity)*

### **CANCELLATION POLICY**

- 60 days, or more, prior to the event date – Deposit is fully refundable, less \$500.
- 60 – 30 days prior to the event date – 50% of the Deposit amount is refundable.
- 29 days, or less, prior to the event date – Total amount of the Deposit is NON-REFUNDABLE.

**IMPORTANT: This form must be accompanied by a copy (front and back) of the credit card and a copy of the drivers license (front only) of the card-holder. The actual card must be presented for imprint before or on the evening of the event.**

My credit card information is as follows:

Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Card Type  Visa  Master Card  Amex  Discover  Diners

Card Holder Name \_\_\_\_\_  
(Print as it appears on the card)

Card Holder Signature \_\_\_\_\_  
(Sign as it appears on the card)