



# CROWNE PLAZA®

CHICAGO WEST LOOP

AN IHG® HOTEL

## CREDIT CARD AUTHORIZATION FORM

**Crowne Plaza Chicago West Loop**

**733 West Madison Street**

**Chicago, IL 60661**

In order for Crowne Plaza Chicago West Loop to accept a credit card as a method of payment when the card will not be present, the following information must be completed in full and signed by the cardholder.

Guest Name:	
Confirmation Number:	
Company Name:	
Arrival Date:	Departure Date:

I hereby give authorization to The Crowne Plaza Chicago West Loop to bill (check all that apply):

<input type="checkbox"/>	Room & Tax for the Above Individual or Company	
<input type="checkbox"/>	Parking <input type="checkbox"/>	Food & Beverage
<input type="checkbox"/>	Other Incidentals (Please Specify):	
<input type="checkbox"/>	<b>All</b> Charges by the Above Individual or Company	
<input type="checkbox"/>	Meeting and Catering Charges for the Above Company	
<input type="checkbox"/>	Meeting/Group Deposit Amount to be Charged to Card \$_____	
<input type="checkbox"/>	Guarantee Only for Above Group	

Credit Card #:	Exp Date:	
Name of Card Holder:		
Signature of Card Holder:		
Contact Name:		
Contact Email/Phone Number:		
Receipt Requested (please circle):	YES	NO

Please return this form only after completing all of the above spaces to the fax number below.

Thank you for choosing the Crowne Plaza West Loop!

FAX NUMBER: 312-602-2199

MAIN PHONE NUMBER: 312-829-5000