



FOOD & BEVERAGE

This form has been created to allow you to have **third party expenses charged to your credit card**. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please return the completed form by October 2, 2017 to secure fax line (202) 387-5386 at the Marriott Wardman Park Hotel.

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. Date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

School Information

School Name: _____

Billing Contact: _____ Fax or alternate number: _____

Contact's Email address: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Self Friend Business Associate Other: _____

Card Usage

Please indicate what you would like charged on this card:

Fresh Bites (Hospitality)

Credit card is mandatory to guarantee service.

(Please complete Fresh Bites (Hospitality) section on next page).

I certify that all information is complete and accurate. I hereby authorize the Marriott Wardman Park Hotel to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will need to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE		FOR HOTEL USE ONLY
Main Interviewing	Second Interviewing	
Suite Room Numbers: _____	Suite Room Numbers: _____	



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Fresh Bites (Hospitality)

Credit card is Mandatory for guarantee of Service – if paying with a check this must be given to Event Manager at the beginning of the conference and the credit card will not be charged.

- All credit cards will be authorized three (3) days prior to the event for pre-orders.
- Expect an EMAIL (preferred method of planning communication) of your invoice to be sent to you within two weeks following the last day of the conference.
- EMAIL Address of the person who is to receive the final invoice MUST be on this form.
- If you have any billing issues – please contact Jackie Ruiz directly at Jacqueline.Ruiz@marriott.com or by phone at (202) 328-2947.

Please provide the following information:

Main Contact:

Main Contact's Phone
number:

Main Contact's Fax
number:

Main Contact's Email
address:

On Site Contact:

Please return by fax or mail no later than October 2, 2017 to:

Ms. Jackie Ruiz, Group Billing Coordinator

Marriott Wardman Park Hotel

2660 Woodley Road, N.W.

Washington, DC 20008

FAX: (202) 387-5386