



Saint Lucia, WI

CREDIT CARD AUTHORIZATION

Your completion of this authorization form helps us to protect you, our valued customers, from credit card fraud. All information entered on this form will be kept strictly confidential.

Directions:

- Please Fill out and print, or print the blank form and complete the entire form legibly with a dark pen.
- Card holder must sign on the line indicated. We reserve the right to verify the provided information with your Credit Card issuing Bank.
- Include a photocopy of the front and back of the customer's signed credit card and a VALID Form of I.D.
- Fax (758) 452-9747 or scan and email to cbenjamin@baygardensresorts.com the completed form with the supporting documents (a copy of the credit card both front and back and a picture I.D) in order to process the transaction.

I, _____ hereby authorize Bay Gardens Resorts, to charge my credit card account in the amount of US \$ _____ for a Deposit / Full Payment to secure my booking. I agree to be bound by Bay Gardens Resorts Policies, terms and conditions, and instructions for this transaction.

Confirmation Number _____ Arrival Date _____ Departure Date _____

Guest(s) Name(s) _____

Card Holder Name:

Company:

Billing Address:

City: State: Zip Code:

Country: Phone:

Email:

Credit Card Information: CVV is the last 3 digits on the back of your card. For Amex it's the 4-digit code on the front side.

CVV: Card Type: Visa: Master Card: American Express:

Credit Card Number Expiration Date:

Signature: _____ Date: _____

Contact Number of Issuing Bank or Financial Institution: _____

Bay Gardens Resorts, Reduit Beach, Rodney Bay Village, Gros Islet, St. Lucia, P: (758) 457-8006, Fax: (758) 452-9747

Email: cbenjamin@baygardensresorts.com

Payment requirements

For reservations three (3) nights or less, full payment is required and for reservations exceeding 3 nights a deposit equivalent to three (3) nights of accommodation is required to secure each booking on a definite basis. The balance of the accommodation will be charged upon check-in at the resort.

Attached is a copy of our Credit Card Authorization Form. To complete the payment process, please fill out this form and return with the supporting documents.

Cancellation penalty

The full deposit amount is forfeited, or three (3) nights will be charged, if cancellation is made within the cancellation policy periods specified. If you cancel your reservation within the limits of the cancellation policy for the property 14 days prior to the arrival date your deposit will be refunded minus a 5% processing fee of the deposit amount.

No Show

Persons who do not arrive after confirming their booking will forfeit their deposit that is required to secure reservation.

Early departures

Persons checking out earlier than original booking date will be charged one additional night.

Cancellation policy

Cancellations must be received in writing. Any cancellations must be made 14 days prior to the arrival date.