



COURTYARD BY MARRIOTT FITCHBURG

Central Massachusetts Expo Center and CoCo Key Water Resort

150 Royal Plaza Drive, Fitchburg, MA 01420

Phone 978-342-7100 Fax 978-343-4006

Credit Card Authorization Form

I have made arrangements for the following meeting and /or reservations for the following person (s).

Please charge my credit card according to the details below. I guarantee full payment of the account as described.

ARRANGEMENTS (To include any rental and/or audiovisual charges)

Name of Function: _____

Date (s) of Function: _____

Food and Beverage: _____

Rooms: _____

On site contact: _____

*All food and beverage is subject to a 7.0% house fee, 6.25% Massachusetts sales tax and 13% gratuity.

The house fee is subject to 6.25% Massachusetts sales tax.

CHARGE TO:

Company Name: _____

Credit Card Number: _____ Exp. Date: _____

Name of Cardholder: _____

Signature of Cardholder: _____ Date _____

Address of Cardholder: _____

Please provide us with your email address, phone and fax numbers, to receive a copy of your invoice.

Phone Number: () _____ Fax Number: () _____

Email: _____

Please attach a photocopy of your credit card-front and back

Visit us at our website www.courtyardfitchburg.com and www.cocokeywaterresort.com

We appreciate your business and look forward to serving you; it is our pleasure to have you as our guest.

Nancy Duffy, Director of Sales and Marketing

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978-602-1934