



**CREDIT CARD AUTHORIZATION FORM FOR EVENTS**

We are delighted that you have selected the Hilton Chicago/Oak Brook Hills Resort & Conference Center to host your event. Please provide all the information requested below so that we may process the charges for your event. We ask you to please sign and date the form before submission. Please return the completed form.

**Cardholder Information**

Account number: \_\_\_\_\_

Card type:       Visa     MC     Amex     Diners/CB     Discover     JCB

Account type:     Individual (personal credit card)

Corporate | Company Name: \_\_\_\_\_

Name on the Credit Card: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Address: \_\_\_\_\_  
(where statement is mailed)

City, State and Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Event Information**

Event name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event date: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Hilton Chicago/Oak Brook Hills Resort & Conference Center to collect payment for all charges related to the event listed above processing a charge to the credit card listed above.

Cardholder name: (Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_