

Knotty Pine Venue, LLC

Credit Card Payment Authorization Form

Knotty Pine Venue, LLC requires a credit card to be on file during the entirety of your event. Please complete and sign this form to authorize Knotty Pine Venue, LLC to make a debit(s) to your credit card listed below. Once complete, please email to knottypinevenue@gmail.com. By signing this form you give Knotty Pine Venue, LLC permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize Knotty Pine Venue, to immediately charge my credit account a date-hold deposit. NOTE: The Date-hold deposits are non-refundable. This payment is for my event on _____.

Please note that the venue rental fees balance will also be charged to this credit card sixty (60) days prior to your event. Any additional costs that arise after that date will be charged within two (2) days of your event.

If you would like to use an alternative payment method (check, additional credit card, cash) for the venue rental fee balance, and/or miscellaneous costs, please check here ___ and Initial Here _____.

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address _____ Billing Phone Number _____

City, State, and Zip Code _____ Email _____

Account Type: ___ Visa ___ MasterCard ___ Discover

Cardholder Name: _____

Credit Card Account Number: _____

Credit Card Expiration Date: _____ (DD/YY)

CVV2 Number _____ (3 digit number on back of Visa/MasterCard/Discover cards)

SIGNATURE: _____ DATE: _____

I authorize Knotty Pine Venue, LLC to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this form.

Initial Here _____ Date Here _____

Contact: Dorisa Scott, Phone: 1-515-681-8901 or Knottypinevenue@gmail.com

WWW.KNOTTYPINEVENUE.COM