

Important:

- This form only applies to guests who have a confirmed reservation for Animethon 2008 at Grant MacEwan Residence who wish to take advantage of an **express registration process** to avoid anticipated high check in volumes on August 8th, 2008.
- It is your responsibility to contact us if there is *any change* in your credit card information, including expiry date.
- Those who choose this option will have their credit card pre-charged for all room charges, parking (if indicated) and all applicable taxes 48 hours in advance of their confirmed arrival.
- If there are **changes** to any aspect of your reservation, express check in authorization or parking information, it must be made **no later than Wednesday, August 6th, 2008 @ 3 pm MST.**

1. Reservation & Vehicle Information

Family (Last) Name First Name

Confirmation # _____ Contact telephone # _____ Do you require parking? YES NO

If you indicated **YES** for parking, please indicate how many days you intend on parking at MacEwan Residence.

1 2 3 Other: _____ License Plate # _____ Vehicle Make/Model: _____

Parking at MacEwan Residence is an exterior parking lot located on the west side of the building. Parking is **\$5.00** per day/per vehicle. The covered parking area is located to the east of MacEwan residence and must be paid upon entry, therefore cannot be included as an option for Express Check In.

2. Credit Card Information

Visa MasterCard

Card Number Expiry Date

Cardholder Name Cardholder Signature

Cardholder Phone Number Cardholder Email

3. Payment Authorization Information

By signing above, the cardholder authorizes the pre-payment of the room & tax and parking (if required) for the duration of my confirmed reservation.

4. Terms:

- I authorize Grant MacEwan College to charge the credit card indicated in this document under the agreed terms.
- I understand that if the cardholder information is not my own, I must have authorization signed by the cardholder before submitting payment authorization.
- This authorization covers payment of parking (if required), room & all applicable taxes for Animethon 2008.
- **I agree to notify Residence Services of any changes in account information, reservation cancellation or termination of the authorization for authorized payments. I will do so no later than Wednesday, August 6th, 2008 @ 3:00 pm MST.**
- Processing of payments will occur 48 hours prior to arrival. In the event the provided credit card is declined for authorization I have been made aware that the express check in option will not be available and I will be required to make full payment at time of check in.
- I understand that it is my responsibility to ensure that the credit card information remains current.
- Authorization is VOID on expired credit card date. I understand that it is my responsibility to notify MacEwan Residence Services of any change of card information, including expiry date.
- **I have read, understand and agree to the terms of the MacEwan Residence 48 hour payment & cancellation policies.**

I understand that by signing and submitting this form, I have read and agree to the terms of this form.

Reservation Holder Signature : _____ Date: _____

Completed the **area below** only if the credit card holder is authorizing express check in pre-payment on behalf of the reservation holder.

Cardholder's/Payer's Signature: _____ Date: _____

Fax your completed Express Check In Authorization Form to **780-633-8910**