



HILTON ST LOUIS AT THE BALLPARK

Credit Card Payment Authorization Form

Please complete all areas below. Also include a copy of the front and back of the actual credit card along with a copy of the card owner's drivers license or photo identification. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-in, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: 314-331-9269

ATTN: Caitlin Ware

HOTEL USE ONLY:

Date: 12/20/2009

Guest / Group Name: MD Alam		
Check-in / Event Date: 12/20/2009		
Name of Person/Group Making Reservation: MD Alam	Phone: 816 372 1873	
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card: MD RABBI ALAM	
Cardholder Billing Address: 7556 LOMA VISTA DR	
City: KANSAS CITY	State: MO Zip: 64138
Daytime /Business Telephone: 816 372 1873	Evening Telephone:
Credit Card Number: 4635800001400322	Expiration Date: 08/13
Credit Card Type: (Circle one)	Visa
Credit Card Issuing Bank Name: Bank Of America	Bank Phone Number (from back of your credit card): 888-287-4637
I agree to cover the following categories of charges: (Please circle) Retail	
I agree to cover the above categories of charges up to a Maximum Amount of \$ <u>130.00</u>	
DIRECT BILL ACCOUNT PAYMENTS ONLY:	
Name on Invoice/Statement _____	Date on Invoice/Statement _____
Invoice/Statement Number _____	Authorized Amount \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature:

Date: 12/17/2009

Hilton St. Louis at the Ballpark
 One South Broadway St. Louis, MO 63102
 Phone: 314-421-1776 Fax: 314-331-9269
Banquet Event Order

BEO #: **17024**
 BEO Date: 12/20/2009
 9:00:00 AM
 Page: 1 of 1
 Created: 12/17/2009
 4:03:35 PM
 Group Code:

Account: Social Bookings 2009 Ballpark	Main Contact: Md Alan
Address:	Address:
BEO Post As: Meeting	Phone: 816-372-1873
Booking: Md Alan Group	Fax:
Sales Mgr.: Caitlin Ware	On-Site: Md Alan
Catering Mgr.: Caitlin Ware	Service Mgr.: Caitlin Ware

Event Date	Time	Room	Event	Setup	ATT	GTD	SET	Rental
Sun, 12/20/2009	9:00 AM - 12:00 PM	Soulard Room	Meeting	Planner Defined	20	0	0	\$100

MENU REQUIREMENTS	SETUP REQUIREMENTS
	20 Chairs Around Perimeter Hotel Podium with Microphone Water Station
WINE AND BEVERAGE REQUIREMENTS	Group will go to Restaurant for Hot Breakfast Buffet
	AUDIO/VISUAL
	Meeting 9:00 AM - 12:00 PM Soulard Room (1) Podium Microphone @ \$35.00 ++ Each
	SPECIAL ARRANGEMENTS/AGENDA
	Method of Payment: CC on File Schedule of Payment: House Account Number: Minimum Guaranteed: \$0.00
MISCELLANEOUS CHARGES	

ALL FOOD, BEVERAGE AND ROOM RENTAL ARE SUBJECT TO 22% SERVICE CHARGE AND APPLICABLE TAX.

The final guaranteed number of guests is due 3 business days (72 hours) prior to the start of your event. Should the final guarantee not be received 3 working days (72 hours) prior to the above function(s), the above attendance will be the basis for the billing charges. To confirm these arrangements on a definite basis, please carefully review each Banquet Event Order, sign below and return to your catering representative. Should the need arise, we reserve the right to relocate your function(s) to another room. We will make every effort to contact you in advance should this be the case.

Md Alan _____ Date 12/17/2009 _____ Hotel Representative _____ Date _____
 Client Authorized Signature



Hilton

St. Louis at the Ballpark

HILTON ST. LOUIS AT THE BALLPARK

One South Broadway ♦ St. Louis, MO 63102 ♦ (314) 421-1776 ♦ Fax (314) 331-9269

GROUP INFORMATION

ACCOUNT:	Social Bookings 2009 Ballpark	TITLE:	Planner
POST AS:	Md Alan Group	EMAIL:	Mra6vf@umkc.edu
CONTACT:	Md Alan		
TELEPHONE:	816-372-1873		

EVENT AGENDA

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Function</u>	<u>Set Up</u>	<u>Agr</u>	<u>Room Rental</u>
12/20/09	09:00 AM	12:00 PM	Meeting	Planner Defined	20	\$100.00

BILLING INFORMATION

Method Of Payment: Credit Card Authorization Needed
Contract Due: 12/18/2009

TERMS AND CONDITIONS

PAYMENT: Payment in full is due at the time the guarantee number is provided. Payment can either be in the form of cash or certified funds.

MENU: Menu selection and set-up details should be arranged 30 days in advance of your event. Menu prices can be guaranteed up to (6) months prior to the scheduled date of a function.

FOOD AND BEVERAGE: No food or beverage of any kind will be permitted to be brought into the hotel by the Customer or any of the Customer's guests.

GUARANTEE: The guarantee number must be submitted to the hotel three business days prior to the event. It is the responsibility of the group representative to provide the guarantee number. If a guarantee number is not provided, the original expected number would be used for preparation and billing based upon your minimum guarantee. **The**

Hilton St. Louis at the Ballpark requires a minimum guarantee of \$100.00 in food and beverage sales for your event.

AUDIO VISUAL: A complete line of Audio Visual equipment is available through Hilton St. Louis at the Ballpark. A price list is available. Audiovisual service not provided by Hilton St. Louis at the Ballpark must have hotel approval and surcharges for electrical requirements, liability, insurance, etc. will apply.

BANNERS: No items may be affixed to the walls of doors. With advance notice, our engineering staff will be happy to hang up one banner at no charge. Additional requests will incur a labor charge.

SIGNAGE: All customer signage must have Hilton St. Louis at the Ballpark's approval prior to posting.

SERVICE CHARGES: All food, beverage and room rental is subject to a 22% service charge and applicable sales tax.

RESPONSIBILITY: The hotel will not accept any responsibility for damage or loss of any merchandise or articles left in the hotel prior to, during, or following the customer's function.

CANCELLATION: You may cancel this Agreement only upon giving written notice to us. The parties agree and understand that in the event of a cancellation, our actual damages would be difficult to determine. Therefore, the parties agree on the following amount to be paid by you to us upon notice of cancellation as liquidated damages:

If notified 29 days or less in advance of the event, \$100.00

As products and services must be purchased and scheduled in advance, notification (3) business days or less before the event will require that all charges (including labor and service fees, rental, and applicable taxes) for the final guarantee or contracted number of guests will be charged. Additional damages may be owed for cancellation of your sleeping room contract.

Changes to the meeting room set-up, after the room has been set, per the contract, can result in additional charges.

Customer agrees to be responsible for any damage done to the function room or any other part of the Hotel by the Customer, his/her guests, invitees, employees, independent contractors or other agents under Customer's control.

This agreement (and any additional pages attached hereto) constitutes the entire agreement between the parties, and may not be amended or changed unless done so in writing and signed by Hilton St. Louis at the Ballpark and Md Alan/Social Bookings 2009 Ballpark

Sales Manager

Caitlin Ware

Title

Date

M. Rabi Alam

12/17/2009

Organization's Authorized
Signature

Title

Date