



## Credit Card Authorization Form

All information will remain confidential

### CARDHOLDER INFORMATION

Name: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

Street Address (cont.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Direct Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alternate telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### GIFT INFORMATION

Company Name / Purpose: \_\_\_\_\_

I authorize a one-time charge against my credit card

I authorize a recurring charge against my credit card for the following amount

\$ \_\_\_\_\_ once every \_\_\_\_\_ day(s)/week(s)/month(s)/year(s) beginning

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ and ending after \_\_\_\_\_ payments.

### CREDIT CARD INFORMATION

Credit Card Type:  MasterCard  Visa  American Express  Discover Card

Number: \_\_\_\_\_

Expiration Month: \_\_\_\_\_ Expiration Year: \_\_\_\_\_

Cardholder Signature X \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Security Code: \_\_\_\_\_

**Please write in capital letters**



**Additional Reservation Information**

Date and Start Time of Event

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Type of Event ( Personal/ Business/ Billing )

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Onsite Contact

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Menu Selection (A la Carte/ Prix Fix)

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# of Guests

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# of Guests With Food Allergies or Dietary Restrictions

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Pre-selected Wines

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Is There Anything Else Needed For Your Event?

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**Please write in capital letters**

Tartina Restaurant 1034 Amsterdam Avenue, NY 10025 Tel.646-590-0577

[www.tartina-restaurant.com](http://www.tartina-restaurant.com)

**Event reservation terms and conditions**

**Cancellation Policy For Parties from 7 people and up to 14 at Tartina.** Reservations will be held with credit card number. In the event of that the reservation is cancelled after 12pm on the date of your event, your credit card will be automatically charged \$25.00 per person.

**Cancellation Policy For parties over 20 at Tartina.** Reservations will be held with credit card number. In the event of that the reservation isn't cancelled \*7 /14 days before the date of your event, your credit card will be automatically charged \$25.00 per person.. Reservations are not confirmed until a signed contract and deposit is made. (See due date and cancellation days prior to on contract/menu.)

**Guarantee Policy:** A guarantee guest count is required 7 days in advance of your reservation. However, if this guarantee is not received at this time, you will be charged for the original estimated number of guests. Acceptance and signature of this contract authorizes Tartina to charge any and all cancellation fees to the credit card on file.

**Time Constraints & Penalties:** In an effort to respect the integrity of the reservations made our by guests, we expect that your event will begin promptly within 15 minutes of the scheduled start time, and that the event will conclude within 15 minutes of the scheduled end time.

**Payment Policy:** A total of one (1) check will be presented to your party. The check may be paid with no more than three (4) different tenders in any combination of cash, or credit card.

I have read the above contract, restaurant policies and procedures printed in this contract. I agree to the terms and conditions mentioned above. This booking will remain tentative and subject to cancellation by the restaurant until this contract is signed by the organization (you) and received by the restaurant (us). Upon receipt of this form, I will put together your event based upon your specific needs and send to you via email for your approval. We look forward to working with you and having you at our restaurant and home!

\_\_\_\_\_ On behalf of Reservation Holder, Company

\_\_\_\_\_ On behalf of Tartina Restaurant

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return the completed and signed form to the following:**

Tartina Restaurant  
1034 Amsterdam Avenue  
New York, NY 10025  
Att: Maria Teresa Valestra  
mariateresa@tartina-usa.com