



11355 Chester Road
Sharonville, OH 45246-4002
www.sharonvilleconventioncenter.com
sccinfo@cityofsharonville.com
ph: 513-771-7744

Credit Card Authorization Form

Credit Card Authorization

Thank you for choosing the Sharonville Convention Center.

The City requires all contracted events to provide a valid credit card authorization to cover any outstanding event related expenses. Any unpaid balance or event related expenses remaining after the invoice due date will be charged to the authorized credit card if payment has not been received through another approved method including ACH, check or cash. Following the conclusion of the event, any additional outstanding or incurred expenses will be billed on a final invoice and payment processed using the authorized credit card.

A 3% charge will be assessed on all payments made by credit card.

I, _____,
hereby authorize Sharonville Convention Center to use the below card:

Card Number _____

☐

Master Card

☐

Visa

☐

American Express

Exp. Date _____ Security Code _____ Billing Zip Code _____

Cardholder's Name _____

Cardholder's Signature _____ Today's Date _____

Company Name _____

Telephone Number _____

Email for Receipt _____