

Credit Card Authorization Form

Please fill out the information below, sign and fax and/or email it to Mastermind Event Rentals.

Order Information:

Client name: _____ Job # _____

Date taken: _____ Date returned: _____

Authorization and Agreement between Client (Niagara Falls Convention Centre) and Mastermind Event Rentals:

I authorize Mastermind Event Rentals to charge the total amount of the order and/or any late/missing/damaged items for my job # as listed above.

I understand the balance of my order is due 10 business days prior to the date taken as listed above.

I understand that a maximum reduction of up to 20% (per item) can only be made up until 10 business days prior to the date taken (as listed above) to avoid the full charge of the contract as listed in the initial job confirmation. No refunds will be given once an order is paid in full.

I understand that Mastermind Event Rentals is not responsible for errors made due to inaccurate or incomplete order information provided by myself.

I understand that it is my responsibility to ensure that all order specific information is correct as outlined in the job order, including quantities, delivery information including location and timing (if applicable), setup information, such as floor plans or layouts (if applicable), pickup/removal information (if applicable) or additional charges may apply.

I understand pickup and returns from the Mastermind warehouse MUST be done during regular business hours Monday to Friday between 9:30am-4:00pm. Pickups or returns are not guaranteed outside business hours. The warehouse is closed Saturdays, Sundays and holidays. If you fail to pick up or return your order outside of business hours additional fees may apply.

I understand that my 50% non-refundable retainer, and this signed credit card authorization form serve as notification that I have read and understood the Mastermind Event Rentals terms and conditions agreement, available online at www.mmecanada.com as well as provided electronically in attachment format, and accept all terms and conditions without further modification or amendment.

8% Non Refundable Damage Waiver (Service Fee) will be charged on every order

_____ (please initial)

Card Holder Information:

Card Type (please circle one): Visa Master Card

Name (as appears on card): _____

Card Number: _____

Card Expiry Date: _____ / _____ Verification Code (3 digit # on back of card): _____

Drivers License Number*: _____

Daytime Phone Number: _____

**this information is required for greater security to prevent fraudulent activity on your credit card*

Signature of cardholder: _____ Date: _____