



Stella Private Event Credit Card Authorization Form

1448 Burlingame Avenue, Burlingame, CA 94010

www.stellaburlingame.com email: info@stellaburlingame.com Phone: 650-347-5733

Contact Information

Name: _____

Company: _____

Contact Phone Number: _____

Contact Email: _____

\$_____ Food and Beverage Minimum (to be met on day of event)

Event Information

Reservation Name: _____

Date of Reservation: _____

Time of Reservation: _____

Reason for charge: Private Event | Charge to: ___ AMEX ___ MC ___ Visa ___ Diners Club

Card Number: _____ EXP: _____ CSV: _____

Credit Card Billing Zip Code: _____

Print Full Name on Card: _____

Signature of Authorized User: _____

PLEASE SCAN THIS AUTHORIZATION FORM AND EMAIL TO INFO@STELLABURLINGAME.COM ALONG WITH A PHOTO OF FRONT AND BACK OF CREDIT CARD

CANCELLATION POLICY

- Cancellations made within 14 days of event will be charged (to the card on file), \$500 plus applicable tax and 3% administration fee
- Cancellations within 48 hours of reservation time will be charged the full minimum plus tax and 3% administration fee
- Any full restaurant buy reservation that is cancelled within five days of event will be charged the agreed minimum plus applicable tax and 3% administration fee

Please Call 650-347-5733 to let us know when your email is on the way.