



Stella Burlingame
650-347-5733 Phone
1448 Burlingame Avenue, Burlingame, CA 94010
www.stellaburlingame.com

Private Event Credit Card Authorization Form

Name: _____ Company/Occasion: _____

Date of Event: _____ Todays date: _____

Contact Phone Number: _____ Contact Email: _____

I, _____ (client name), authorize Stella Burlingame to charge my credit card according to the details below. I guarantee full payment of the account as described. No charges will be applied to the card on file unless there is a cancellation. Please provide a physical card to close the final bill.

Our cancellation policy is as follows, any cancellation within 14 days of the event will be charged \$500 plus tax and a 4% event fee. Any cancellation within 48 hours of the event will be charged the full agreed minimum plus tax and a 4% event fee to the card on file.

Room reserving _____

Food and Beverage Minimum: \$ _____

(not including 9.625% tax, 4% event fee and discretionary gratuity)

Time of Reservation and expected number of guests: _____

Print Full Name on Card: _____

Card Number: _____ EXP: _____ CVV: _____

Signature of Authorized User: _____

Menu Choice: \$ _____ Red Wine: _____ White Wine: _____

Check all that apply:

Bottled Sparkling Water (\$8 per bottle) _____ Bottled Still Water (\$8 per bottle) _____

House Water _____

Tablecloths (\$45 per bundle) _____

Interested in Passed Appetizers _____

Use of A/V (\$200 fee) _____ (Ferrari, Giardino, Mezzanine Only)

Please sign, scan and email this authorization form to info@stellaburlingame.com and Call 650-347-5733 to let us know when your email is on the way.