



**210 Charlotte Bay St, Charlotte Bay NSW 2428**  
**Ph 6554 0666 Fax 6554 0667**  
**www.pacificpalmsaccommodation.com**

**(PO Box 122) Pacific Palms NSW 2428**  
**Email liz@pacificpalmsaccom.com**

## **SECURITY AUTHORISATION - CHECK-IN FORM**

AGREEMENT between Pacific Palms Signature Properties and guests

Guest/s Name: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Driver's License: \_\_\_\_\_ **COPY REQUIRED**  
Email: \_\_\_\_\_ Vehicle Registration \_\_\_\_\_  
Guest collecting keys (on your behalf): \_\_\_\_\_

### **BOOKING DETAILS**

Property: \_\_\_\_\_  
Booking ref: \_\_\_\_\_  
Arrival date: \_\_\_\_\_ Time of arrival: \_\_\_\_\_  
Departure date: \_\_\_\_\_ Departure time: \_\_\_\_\_

### **AUTHORISATION FOR SECURITY DEPOSIT**

Credit card details: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard **COPY REQUIRED**  
Security Deposit amount: \$500 / \$1,000 / \$1,500 / \$2,000  
Card number: \_\_\_\_\_  
Name on card: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
CVV: \_\_\_\_\_ (CVV is the last three (3) digits on the back of the credit card)

I authorise Pacific Palms Signature Properties the use of the above credit card for the charging of the security Bond for my Holiday Booking, when the Terms and Conditions are breached during my stay at the above property including the following;

- Damages and breakages to the above property and inventory provided
- Replacement of lost or damaged keys/remotes
- Excess cleaning and garbage upon departure (all rubbish outside in the appropriate bins provided)
- Requesting a service call that is found to be not required
- The property is left unsecured (which could result in loss/damage)
- Overcrowding of the premises
- BBQ not left clean
- Holding a function/party at the above property
- Excessive noise
- Departing after organised check-out time
- Telephone/Internet charges (if applicable)
- Replacement of furniture that has been moved from its original place
- Any other incidental charges that may be incurred (i.e.: Inappropriate car parking being a nuisance to adjacent properties)
- **TOTAL FIRE BAN**—All Fires are prohibited in or around or in the vicinity of this property

**I agree to accept and abide to the NO PARTY & NO EXCESSIVE NOISE POLICY and BOOKING TERMS & CONDITIONS OF LETTING. These are available from our main office reception and online at [pacificpalmsaccommodation.com](http://pacificpalmsaccommodation.com)**

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

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