



Credit Card Authorization: Adult Group Reservation

PLEASE NOTE: Vizcaya Museum and Gardens does not keep credit card information on file.

By signing this form, I, (*print name*) _____
authorize Vizcaya Museum and Gardens to use the enclosed credit card information to pay for a group reservation and/or optional printed guide books.

I understand that the cancelation policy is as follows:

- Full payment is required at the time of reservation. Reservation is not guaranteed until Confirmation & Invoice Form is issued.
- Payment is non-refundable.
- Payment may be transferred one time to a new date and/or time following Vizcaya's reservation scheduling policies. Requests to reschedule must be submitted a minimum of 14 days in advance of the original confirmed visit date.
- Rescheduling a tour/visit (time and/or date) less than 14 days before the original date will be considered a cancelation, and the payment is forfeited.
- If a group would like to increase the maximum Group Size after confirmation has been processed, Vizcaya requires a minimum of 14 days' notice and payment for the additional package rate. Additional tour/visit times are subject to availability.
- If for any reason Vizcaya Museum and Gardens needs to cancel the reservation, a full refund will be granted.

Please charge the following to my credit card: Group Package Rate: _____

Optional Printed Guide Books: _____

Credit Card Type: Visa Mastercard American Express

Credit Card Number: _____ Expiration Date: _____

Credit Card Verification Code (CCV): _____ Billing Zip Code: _____

Cardholder Name (as it appears on card): _____

Signature: _____ Date: _____

Printed Name: _____

Submit your completed Credit Card Authorization Form to Vizcaya's Group Tour Coordinator, along with the following required documents:

- A copy of the credit card — front and back
- A copy of the cardholder's driver's license

E-mail group.tours@vizcaya.org or Fax 305-250-4712