



# Authorization Form

10 West St. San Ignacio Cayo District, Belize C.A  
 Tel: 804-3647 Fax: 824-4963 P.O. Box 140  
 Email: [marthasguesthouse@gmail.com](mailto:marthasguesthouse@gmail.com)  
[www.marthasbelize.com](http://www.marthasbelize.com)

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This is to authorize Martha's Guesthouse in San Ignacio, Cayo, Belize to deduct the sum of \$ \_\_\_\_\_ US Dollars from my

(Circle one) **Visa MasterCard**

Note that the charge will be made in BZ dollars at an exchange rate of 2BZ to 1US Dollar. Your credit card company may apply fees for facilitating a foreign transaction. This may be applied to charges here or cancellation refunds.

Card # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Authorization Code number on the back of card: \_\_\_\_\_

Name as it appears on card \_\_\_\_\_ Signature: \_\_\_\_\_

## THE RESERVATION

**This is our payment, which guarantees our reservation for room/s for:**

**Room Type**

**Standard Room**

(Circle One)

**Junior Suite w/Balcony**

**First Lady Suite**

**Bed Type**

(Circle One)

**Single**

**Double**

**Queen / King**

(Circle One)

**Air Condition Room**

**Check in Date:** \_\_\_\_\_ **Total # of Person: Adults:** \_\_\_\_ **Kids:** \_\_\_\_

**Check Out Date:** \_\_\_\_\_ **Total of** \_\_\_\_ **Nights**

## PERSONAL INFORMATION

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ (please write clearly)

**Other Services require a 50% Deposit:**

Shuttle To: \_\_\_\_\_ 50% Deposit \$ \_\_\_\_\_ (USD)

Shuttle From \_\_\_\_\_ 50% Deposit \$ \_\_\_\_\_ (USD)

Any Additional Service (Tours Etc.) \_\_\_\_\_ 50% Deposit \$ \_\_\_\_\_ (USD)

**DEPOSIT & CANCELLATION POLICY – PLEASE READ CAREFULLY**

**DEPOSITS:**

1. A first night deposit is required for confirmation.
2. All other requested services require a 50% deposit to secure.
3. Please include 9% Tax to bill being paid. Please Note: We are not responsible for changes in Government taxes or fees.

**Cancellation Policy**

1. \$25 US Administrative fee on all CANCELLATIONS
2. 50% Refund less \$ 25.00 US admin fee for Reservations Cancelled 30 Days Prior to Arrival.
3. NO Refund for cancellation of rooms or any other service under 15 days prior to arrival.
4. NO refunds for unused hotel rooms, meals, tours, transfers or any other services pre-booked

**Conditions & Responsibilities**

Martha's Guest House is not liable for any hindrances directly or indirectly related with this trip. This covers delay, loss, injury, death, accident and the like. Martha's Guest House is not responsible for expenses caused by loss or damage of any personal articles or baggage, the arrivals of any transportation or any schedule change or delay.

The guest further agrees not to hold Martha's Guest House liable for circumstances beyond its control, including inclement weather conditions or other tropical environmental factors.

**GENERAL HOTEL POLICY:**

All rates are subject to change without notice.

Government taxes subject to change without notice.

ALL Rooms are NON SMOKING. \$50 US Refresh Fee if you choose to ignore this policy.

Upon check in we accept VISA, MASTERCARD, AMERICAN EXPRESS CARD, DISCOVERY CARD, US DOLLARS AND BELIZE DOLLARS ONLY.

This cancellation policy applies to any reason for cancellation including airline delays, missed flights, strikes, world events, weather or personal issues etc. Please note the changing date is considered a cancellation as well. Check IN Time is 3pm or upon availability.

—————> This form secures ONLY the date/s indicated on this form. <—————  
 By signing this form above and submitting it to us, you agree to the policies/rates stated here.

**Rates (Quoted in US DOLLARS)**

Standard Room		Junior Suite w/ Balcony		First Lady Suite w/ Balcony	
	AC		AC		AC
Single or Double		Single or Double		Single or Double	

The undersigned Customer have read and understand this Agreement and hereby acknowledge receipt of this Agreement.

Customer Signature: \_\_\_\_\_

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