



**CREDIT CARD AUTHORIZATION FORM**

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

If you wish to pay for your reservation at Sugar Hill by the Sea with your credit card, please complete this 2 page authorization form and fax it to us at (340) 772-1258. Please provide information as it appears on your credit card.

**First Name** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**Billing Address**  
Street / PO Box \_\_\_\_\_  
City, State \_\_\_\_\_  
Zip Code \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Daytime Telephone #** \_\_\_\_\_

**Type of Credit Card**     Visa     MasterCard     American Express     Discover

**Credit Card Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_                      **Security Code** \_\_\_\_\_

**Cardholder Signature** \_\_\_\_\_

**DESCRIPTION OF CHARGE (will appear on your statement as Sugar Hill by the Sea)**

- Reservation Deposit for Sugar Hill by the Sea (one week stay or more)
- Reservation Deposit for Sugar Hill by the Sea (4,5 or 6 night stay)
- Reservation Deposit for Sugar Hill by the Sea (1,2 or 3 night stay)
- Please use this credit card for all charges relating to my stay, including the final payment (due 7 days prior to your arrival), taxes, and fees.

**Reservation #** \_\_\_\_\_                      **Amount to Pay** \_\_\_\_\_

**Terms**                      A reservation deposit of 50% of the total cost is due (7) days from the day that you reserve. The suite will be held out of the rental pool for (7) days from your reservation date. The property will be considered available for booking if your deposit is not received within the allotted amount of time. The balance is due (7) days prior to your arrival.

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please fax both pages of this form to Sugar Hill by the Sea at (340) 772-1258.  
You will receive an email confirmation when your card is charged.**

# Sugar Hill by the Sea

Vacation Guest Suites, St. Croix

## **Sugar Hill Credit Card Authorization Form – page 2** *(you are required to sign and return both pages to Sugar Hill)*

### **Rates**

Weekly rates are based on single or double occupancy per bedroom. There is a \$30 per night fee for each person (if more than 2) staying in the suite.

Low Season: April 16 - Dec 14

High Season: December 15 - April 15

### **Maid Service**

Maid service is provided prior to your visit and at the end of your stay. Additional maid service can be made available to you at a cost of \$10 per hour. Your suite will be furnished with linens, towels, fully equipped kitchen and washer/dryer.

### **Check In / Check Out**

Check In time begins at 4pm. If you will be arriving late, please let us know in advance. Check Out time is no later than 12pm.

### **Cancellation Policy**

*LOW SEASON:* From April 16th - December 14th: If cancellation is received more than 30 days prior to arrival date, a full refund less 10% booking fee will be issued. If cancellation is received between 16 -30 days prior to arrival date, 50% of the rental is forfeited. If cancellation is received less than 16 days prior to arrival date, no refund will be issued.

*HIGH SEASON:* From December 15th - April 15th: Cancellations made during high season are non-refundable.

### **Terms of Rental Agreement**

A \$500 damage deposit is required. Damage deposit is fully refundable 45 days after rental if there are no missing items, damage to property, or long distance phone charges.

A reservation deposit of 50% of the total cost is due (7) days from the day that you reserve. The suite will be held out of the rental pool for (7) days from your reservation date. The property will be considered available for booking if your deposit is not received within the allotted amount of time. The balance is due (7) days prior to your arrival.

### **Changes**

You may change your dates within the same season (see season dates under "rates") based upon availability. A change fee of \$100 will apply.

**I have read and understand the terms of rental agreement as stated above. I am the legal credit card holder and by submitting this two-page form, I authorize Sugar Hill by the Sea to charge my credit card.**

**Cardholder Signature** \_\_\_\_\_

**Please fax both pages of this form to Sugar Hill by the Sea at (340) 772-1258.  
You will receive an email confirmation when your card is charged.**

Sugar Hill by the Sea  
Location: 208 Smithfield, Frederiksted, St. Croix  
Mailing Address: Box 1648, Frederiksted, St. Croix USVI 00841  
Phone (340) 772-9407 Fax (340) 772-1258  
Email: [info@sugarhillbythesea.com](mailto:info@sugarhillbythesea.com)