City of Torrance, Community Services Department
Facility Booking Office
REQUEST TO PAY BY CREDIT CARD

PERMIT DELIVERY

Please choose **one** option.
I would like my permit & receipt:

☐ E-Mailed:_____

☐ Faxed: (_____) _____ - _____

☐ Mailed – Reservation date must be at least 2 weeks in future:
Please indicate address if different than on reservation form:

_____

CREDIT CARD INFORMATION

I Herby Authorize Use Of My: ☐Visa ☐ MasterCard ☐ Discover ☐ American Express

Print Name As It Appears on Card:_____

Credit Card Number:_____

Expiration Date Month:_____ Year:_____ CVV#:_____ Amount Authorized: $_____

Signature: _____

DAMAGES, OVERAGE & IMPROPERLY INCURRED EXPENSES

In the case of any damage to the facilities being rented or if the facilities are not left in the same condition that they were in before the start of this contract, damages or expenses (cleaning, repair, replacement, and otherwise) will be billed directly to the credit card provided for this purpose. For building, gym, pool & rink reservations, the hourly fee will be charged for each portion of an hour that you stay past your scheduled end time. In addition to the amount incurred in damages, the credit card on file may be charged up to $500.00 for any breach of contract.

I have read and understand Damages, Overage & Improperly Incurred Expenses and authorize my credit card to be charged.

Signature:_____

Please send along with a completed application to:
Annie Thompson, Facility Booking
AThompson@TorranceCA.Gov
310-781-7598 (fax) 310-618-5982 (voice)

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