



Heather Farm Community Center  
 301 N. San Carlos Drive, Walnut Creek, CA 94598  
 Office: (925) 943-5858 Fax: (925) 938-7529

**FACILITY RENTAL PAYMENTS  
 CREDIT CARD AUTHORIZATION**

**We accept cash, checks (*made out to "City of Walnut Creek"*), VISA, MasterCard, Discover and American Express.**

For facility rentals, customers may authorize a credit card to be used for the holding & security deposit, additional dates, contract changes and/or scheduled payments. Please complete this form carefully with the payment option of your choice and submit to the rental office. If you have any questions pertaining to your facility rental payments, or your credit card changes during the course of the rental agreement, please call the rental office at (925) 256-3575 or email rentals@walnut-creek.org.

RENTER INFORMATION	
Name of Rental Contact Person:	Event Date:
Company or Organization (if applicable):	
Contact Phone: ( )	Email:

BILLING INFORMATION	
(Complete below section if billing information is different from information on rental agreement.)	
Billing Contact Name:	
Name of Billing Organization (if applicable):	
Billing Address:	Billing City, State, Zip:
Billing Phone: ( )	Billing Email (if applicable):

**CREDIT CARD INFORMATION/AGREEMENT**

I hereby authorize the City of Walnut Creek to charge the credit card below for my rental of City of Walnut Creek facilities as outlined in the rental contract referenced above. I understand that the credit card below will be charged per the payment schedule outlined in the rental agreement and/or as authorized by me in email or phone communication with City of Walnut Creek staff. I will contact the rental office as soon as possible if payment information changes.

**For events more than 90 days out or for recurring rental events:**

I authorize my future payments to be automatically paid with this credit card.  YES  NOT APPLICABLE-- Rental is within 90 days of today, or paying final payment with Cash/Check.

CREDIT CARD INFORMATION	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	
Cardholder Signature:	Date of Authorization (mm/dd/yy): / /
Name as it appears on card:	CVV Security Code (3 or 4 digits):
Card Number:	Expiration Date (mm/yy): /