



## APPLICATION FOR CREDIT

Name of Organization: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Billing address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Person responsible for payment: \_\_\_\_\_

### Bank References

Branch Name: \_\_\_\_\_ Account Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Account: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Trade References

Three previous hotel/resort meeting references within the last two years.

Property Name/Location: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Name/Location: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Name/Location: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Note:** Any additional requests for direct billing of guests room/incidentals, subsequent to the date of the credit application, must be submitted in writing to the Credit Manager 3 business days prior to the day of the function.

**The undersigned organization is financially able to meet any commitments we have made, and we agree to settle The Chattanooga's invoices upon receipt. We understand that The Chattanooga may deem it necessary to review our organization's credit profile as reported by a credit agency to be used in conjunction with this credit application, and reserves the right to cancel extension of credit.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Approved for Direct Bill by: \_\_\_\_\_

\_\_\_\_\_  
Credit Manager