



# EQUIPMENT RENTALS CC AND PROXIES ON FILE AUTHORIZATION FORM

87 LAFAYETTE STREET | NEW YORK, NY 10013 | 212.966.4510 x632 | RENTALS@DCTVNY.ORG | WWW.DCTVNY.ORG

I hereby authorize DCTV to retain credit card information I provide on file to be used for all Equipment Rentals transactions related to my member account. I acknowledge receipt of goods/services valued at the discretion of DCTV for all account transactions.

At the time of check-out, I authorize DCTV to place a hold on my credit card for 110% of the estimated rental charges, to be released at the time of check-in, in the case all equipment is deemed suitable for return.

## MEMBER INFO:

FULL MEMBER NAME		MEMBER #
PHONE	EMAIL	

## BILLING INFO:

AMEX  DISCOVER  MASTERCARD  VISA

CREDIT CARD #	EXP. DATE	SECURITY CODE		
ADDRESS	APT	CITY	STATE	ZIP

I authorize the below-identified proxies to accept rented equipment on my behalf at check-out.

I acknowledge that these proxy representatives are not allowed to make reservations, cancellations, extensions, etc. Therefore, I acknowledge that I am the sole contact with DCTV Equipment Rentals.

While in my or my proxies' care, the rented equipment will be my sole responsibility, and I will be solely responsible for any/all repair or replacement costs as a result of damage, neglect, accident, or Act of God. I further agree to pay any/all late fees associated with my failure or my proxies' failure to return items at the agreed-upon date and time.

If for any reason I wish to remove or amend the list of proxy representatives, I must do so before I make a reservation that involves new proxy representatives. I understand that I may do so either in-person or by submitting an amended CC AND PROXIES ON FILE AUTHORIZATION FORM and a copy of both sides of my credit card and 2 appropriate forms of ID (in accordance with DCTV's check-out requirements). I understand that it is my responsibility to notify my proxies to bring 2 appropriate forms of ID at the time of check-out.

DCTV reserves the right to remove proxy representatives from authorized list at its sole discretion, and to void or alter this agreement as they see fit.

## PROXY INFO: (if applicable)

PROXY REPRESENTATIVE #1
PROXY REPRESENTATIVE #2
PROXY REPRESENTATIVE #3

MEMBER SIGNATURE	DATE
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Please e-mail or fax this form accompanied by a copy of both sides of your credit card and a copy of two forms of ID to **rentals@dctvny.org** or **212.966.4761**.