



1916 Lakewood Drive, Coeur d'Alene, Idaho 83814
(208) 667-4628 | events@lakecitycenter.org

Damage Retainer Form

We require a valid credit card number on file for all events. The renter hereby authorizes Lake City Center to charge the credit card for all amounts due under this agreement. Any damages and outstanding fees will be charged to this number. Card information is kept in a locked cabinet and will be destroyed within 30 days after the event.

Date of event: _____ Event Name: _____

Name on the Card: _____

Type of Card: Visa ☐ MasterCard ☐
 American Express ☐ Discover ☐

Account Number _____

Expiration Date _____

Billing Address _____

City, State, Zip _____

Phone Number _____

Card holder's signature:

Signed: _____

Date: _____

For Office Use Only:

Order / Invoice Number	_____
Description of Charges	_____
Charge Amount	_____