



THRESHOLD

SECURITY/DAMAGE DEPOSIT FORM

Event Title (print) _____ Event Date _____

Threshold reserves the right to charge the amount specified in the room rental agreement in the event of damages to the space, furniture, or other items during your event, or the agreed upon timeframe of your rental is exceeded. We may also assess charges for any extraordinary cleaning required beyond standard practice. This authorization will remain in effect until 21 days past the date of your event, and will be shredded thereafter.

Please fill out the form below or attach a check for the security/damage deposit amount stated in your rental quote. Be sure to sign and date this form in either case. You can email your form, mail to us, or drop off at the Threshold office in person (9am-3pm M-F). There is a mail drop box to the left of our front door in case you come by after hours. Thank you.

CREDIT CARD AUTHORIZATION FORM

Credit Card Information
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other
Cardholder Name (as shown on card):
Card Number:
Expiration Date (mm/yy):
CVV Code (3-4 digits, usually found on the back of the card):
Cardholder ZIP Code (from credit card billing address):

I (print your name) _____ authorize THRESHOLD to charge my credit card as noted above or deposit my check attached for agreed upon purchases.

Facility User Signature _____ Date _____

A Place for Community, Creativity, & Well-Being
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