Banquet Space Reservation Confirmation

Dear [Client's Name],

Thank you for choosing [Venue Name] for your upcoming event. We are pleased to confirm your reservation details as follows:

Reservation Details:

- **Event Type:** [Type of Event]
- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Number of Guests:** [Number of Guests]
- **Room:** [Room Name]
- **Deposit Received:** [Amount]

Additional Information:

Please arrive at least [Number] minutes early for setup. If you have any special requests, do not hesitate to contact us.

Contact Details:

For any inquiries, please reach out to:

[Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

We look forward to hosting your event!

Best regards,

[Your Name]

[Your Position]

[Venue Name]