

Venue Confirmation for Private Party

Dear [Recipient's Name],

We are pleased to confirm your reservation for a private party at [Venue Name] on [Date] from [Start Time] to [End Time].

Venue Details:

- **Address:** [Venue Address]
- **Capacity:** [Maximum Capacity]
- **Accessibility:** [Details about accessibility options]

Security Arrangements:

Ensuring the safety and security of your event is our top priority. We will provide:

- Security personnel at the entrance
- Surveillance cameras throughout the venue
- An emergency response plan

If you have any special requirements or additional questions, please feel free to contact us at [Contact Information].

Thank you for choosing [Venue Name] for your special event. We look forward to hosting you!

Best regards,
[Your Name]
[Your Position]
[Venue Name]
[Phone Number]
[Email Address]