

Rental Application for Cultural Celebration

Date: [Insert Date]

To: [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

I am writing to formally request the rental of [Venue Name] for a cultural celebration event on [Insert Date]. This event is aimed at [briefly describe the purpose of the event, e.g., promoting cultural diversity, celebrating traditional customs, etc.], and we expect to host approximately [number of attendees] attendees.

We are particularly interested in utilizing the following facilities: [list specific areas or facilities you wish to use, e.g., main hall, stage, kitchen, etc.]. We would require access from [start time] to [end time] for setup and cleanup.

Please find attached our event proposal, including details about the program and anticipated activities. We are committed to following all venue guidelines and ensuring a respectful and enjoyable experience for all participants.

Thank you for considering our application. We look forward to your positive response so that we can finalize the necessary arrangements.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization Name]

[Your Contact Information]