

Event Booking Confirmation Agreement

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

We are pleased to confirm your booking for the event as detailed below:

Event Details

Event Name: [Event Name]

Date of Event: [Event Date]

Venue: [Venue Name and Address]

Time: [Start Time] to [End Time]

Number of Guests: [Number of Guests]

Terms and Conditions

1. A non-refundable deposit of [Amount] is required to secure the booking.
2. The remaining balance of [Amount] is due [insert due date].
3. Any cancellations must be communicated at least [insert notice period] in advance.

Contact Information

If you have any questions or require further information, please contact us at [Contact Information].

Thank you for choosing us for your event. We look forward to making it a memorable occasion!

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]

Signature: _____