

Inquiry About Venue Capacity and Amenities

Dear [Venue Manager's Name],

I hope this message finds you well. I am currently planning an event and am considering your venue as a potential location. I would appreciate it if you could provide me with the following information:

- What is the maximum capacity of the venue for different seating arrangements?
- Are there amenities available, such as audio/visual equipment, catering services, and parking facilities?
- Is there a designated area for registration or a welcome desk?
- Are there any restrictions regarding decorations and setup times?

Thank you for your assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]