

Subject: Negotiation for Venue Hire Terms

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to discuss the terms of our upcoming venue hire for [Event Name] scheduled on [Event Date]. We are excited about the possibility of hosting our event at [Venue Name] and believe it will be a perfect fit.

After reviewing the initial proposal, we would like to discuss the following terms:

- **Rental Fees:** We would appreciate the possibility of a discount for early payment or reduced rates for extended hire periods.
- **Access Times:** Could we negotiate for earlier access on the event day for setup?
- **Amenities:** Is it possible to include additional amenities such as [specific requests] at no extra charge?
- **Cancellation Policy:** We would like to clarify the cancellation terms, particularly regarding refunds and deposits.

We believe that with some adjustments, we can reach a mutually beneficial agreement. Please let me know a convenient time for us to discuss this in detail.

Thank you for considering our requests. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]