

REFUND CREDIT NOTE

[Venue Name]
[Address Line 1]
[City, State, Zip]
[Tax ID/VAT Number]

Document No: _____
Date: _____
Original Invoice: _____

Client Information:

[Client Name / Organization]
[Client Address]
[Contact Number]

Event Details:

Event Date: _____
Venue Hall: _____
Booking Ref: _____

Description of Services	Original Paid	Refund %	Refund Amount
Venue Rental Fee	\$ 0.00	___%	\$ 0.00
Catering Services	\$ 0.00	___%	\$ 0.00
Equipment & AV Rental	\$ 0.00	___%	\$ 0.00

Description of Services	Original Paid	Refund %	Refund Amount
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Security / Staffing Deposit	\$ 0.00	100%	\$ 0.00
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Subtotal Refund: \$ 0.00
 Tax (if applicable): \$ 0.00

Total Amount Refunded: \$ 0.00

Reason for Refund:

Refund Method:
 Bank Transfer Credit Card Check

Authorized Signature

Date of Approval

This document serves as a formal credit note for the cancellation or adjustment of the aforementioned venue booking. Please allow 7-10 business days for the funds to reflect in your account.