

DEPOSIT REQUEST

[Function Hall Name]

[Street Address]

[City, State, Zip]

Invoice #: [0000]

Date: [Date]

Due Date: [Date]

CLIENT INFORMATION

[Company Name]

[Contact Person]

[Email Address]

[Phone Number]

EVENT DETAILS

Event: [Event Name]

Date: [Event Date]

Venue: [Hall/Room Name]

| Description | Qty | Unit Price | Total |
|---------------------------------|-----|------------|--------|
| Security Deposit for Venue Hire | 1 | \$0.00 | \$0.00 |
| Initial Catering Deposit | 1 | \$0.00 | \$0.00 |

Subtotal: \$0.00

Tax (0%): \$0.00

DEPOSIT DUE: \$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to: **[Function Hall Name]**

Bank Transfer: [Bank Name] | Acc: [Number] | Routing: [Number]

Note: This deposit is required to secure the date and is [Refundable/Non-refundable] as per the signed contract.