

**VENUE PROVIDER**

[Company Name]  
[Street Address]  
[City, State, Zip]  
[Phone/Email]

**DEPOSIT INVOICE**

Invoice #: [0000]  
Date: [Date]

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**BILL TO (CLIENT)**

[Client Name/Company]  
[Contact Person]  
[Address]  
[Phone/Email]

**EVENT DETAILS**

**Venue:** [Room/Hall Name]  
**Date of Event:** [Date]  
**Booking Ref:** [Ref Number]

Description	Amount
<b>Refundable Security Deposit</b> Held against damages, overages, or breach of venue policy.	\$0.00
<b>Venue Rental Down Payment</b>	\$0.00

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Subtotal: \$0.00  
Tax: \$0.00

**Total Amount Due: \$0.00**

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**Terms & Refund Policy:**

The security deposit is refundable within [Number] business days following the event, provided no damages to the premises or equipment occurred. This deposit is separate from the total rental fee. Cancellation of the booking within [Number] days of the event may result in forfeiture of the deposit.