[VENUE NAME]
ADVANCE PAYMENT INVOICE

CLIENT INFORMATION **[Client Name]**
[Client Address]
[Contact Number]
EVENT DETAILS **[Event Name/Type]**
Date: [Event Date]
Invoice #: [0000]
Due Date: [Date]

DESCRIPTION OF SERVICES	TOTAL VALUE	DEPOSIT %	AMOUNT DUE
Venue Rental Deposit Reservation of [Hall/Suite Name] including premium amenities	[0.00]	[00%]	[0.00]
Catering & Concierge Advance Initial planning and vendor coordination fees	[0.00]	[00%]	[0.00]

Subtotal: [Currency] [0.00]

Tax ([00%]): [0.00]

Total Advance Payable: [Currency] [0.00]

PAYMENT INSTRUCTIONS Bank: [Bank Name]
Account Name: [Account Name]
IBAN/SWIFT: [Details]
TERMS This advance payment is required to secure the venue date. Cancellations are subject to the premium service agreement.

Thank you for choosing [Venue Name] for your distinguished event.