

DEPOSIT INVOICE

[Venue Name]

[Contact Information]

INVOICE NUMBER

#

DATE ISSUED

CLIENT / ORGANIZATION

EVENT TITLE

EVENT DATE

EVENT SPACE

Description	Reference	Amount
Initial Venue Reservation Deposit	[Quote #]	\$
Security / Damage Hold (Refundable)	-	\$

Subtotal \$

Tax \$

Deposit Due \$

PAYMENT TERMS

Payment due within [X] days to secure date. Final balance due [X] days prior to event.

PAYMENT INSTRUCTIONS

Wire/ACH/Check details: [Details]

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