

**[VENUE NAME]**

# DEPOSIT INVOICE

# *[Invoice Number]*

FROM

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**[Venue Business Name]**  
[Street Address]  
[City, State, Zip]  
[Tax ID / VAT Number]

BILL TO

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**[Client Company Name]**  
[Contact Name]  
[Billing Address]  
[Email Address]

EVENT DETAILS

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**Event:** *[Event Name]*  
**Date:** *[Event Date]*  
**Reference:** *[Booking ID]*

INVOICE DATES

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**Date Issued:** *[Date]*  
**Due Date:** *[Date]*

Description	Total Hire Fee	Deposit %	Amount Due
Venue Hire Deposit for Business Event Non-refundable booking fee to secure date	[0.00]	[50%]	[0.00]
<hr/>			
Subtotal: [0.00]			
Tax/VAT: [0.00]			
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<b>Deposit Amount: \$[0.00]</b>			

PAYMENT INSTRUCTIONS

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Bank Name: [Bank Name]  
Account Name: [Account Holder]  
Account Number / IBAN: [Numbers]  
Swift/BIC: [Code]

*Notes: Please use the Invoice Number as the payment reference. This deposit is required to confirm the venue reservation.*