

# Hotel Event Booking Form

## Event Information

Event Name: \_\_\_\_\_

Event Type: \_\_\_\_\_

Event Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

## Venue Information

Hotel Name: \_\_\_\_\_

Venue Location: \_\_\_\_\_

Room Setup Requirements: \_\_\_\_\_

Capacity Requirements: \_\_\_\_\_

## Contact Information

Organizer Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Additional Services Required

- Catering
- Audio-Visual Equipment
- Parking Facilities
- Decorations

## Payment Details

Total Cost: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Payment Due Date: \_\_\_\_\_

**Acknowledgment and Signature**

I, \_\_\_\_\_, confirm the details of the event and agree to the terms provided.

Organizer Signature: \_\_\_\_\_

Date: \_\_\_\_\_