**[Venue/Service Provider Letterhead]**

**Bride and Groom Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Bride’s Full Name |  | | |
| Groom’s Full Name: |  | | |
| Contact Number: |  | Email Address: |  |
| Address: | Street Address, City, State, ZIP Code | | |

**Wedding Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Wedding Date: |  | Wedding Time: |  |
| Venue/Location: |  | | |

**Ceremony Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Ceremony Type: | [ ] Religious | [ ] Civil | [ ] Other |
| Number of Guests: |  | Special Requirements/Requests: |  |

**Reception Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Reception Venue: |  | Reception Time: |  |
| Number of Guests: |  | Catering Requirements: |  |
| Entertainment: |  | Special Requirement/Requests |  |

**Accommodation Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Accommodation Required: | [ ] Yes [ ] No | Number of Rooms: |  |
| Check-in Date: |  | Check-out Date: |  |

**Additional Services:**

Please select any additional services you require:

|  |  |  |  |
| --- | --- | --- | --- |
| Wedding Planner | Photographer/Videographer | Florist | Music/Band/DJ |
| Transportation | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Payment Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Estimated Cost: |  | Deposit Amount: |  |
| Payment Method: | [ ] Credit Card | [ ] Bank Transfer | [ ] Check [ ] Cash |
| **Credit Card Information (if applicable):** | | Cardholder's Name: |  |
| Card Number: |  |
| Expiration Date: |  |
| CVV: |  |

**Terms and Conditions:**

1. A deposit of [specific amount or percentage] is required to secure the reservation.
2. Full payment must be received by [specific date or timeframe].
3. Cancellations must be made in writing and are subject to a [specific amount or percentage] cancellation fee.
4. The venue/service provider is not responsible for any lost or damaged personal items.
5. All special requests are subject to availability and may incur additional charges.

**Agreement:**

By signing below, I/we agree to the terms and conditions outlined above and confirm the reservation details provided.

|  |  |  |  |
| --- | --- | --- | --- |
| **Bride's Signature:** |  | **Date:** |  |
| **Groom's Signature:** |  | **Date:** |  |

**For Office Use Only:**

| **Reservation Taken By** | **Date Received** | **Deposit Received** | **Balance Due** |
| --- | --- | --- | --- |
|  |  |  |  |

**Comments:**

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