

Hall Rental Quotation

To:

Contact:

Address:

Quotation No.:

Date:

Valid Until:

Event Details

Event Name:

Date:

Time:

Number of Guests:

Venue / Hall Name:

Quotation Details

Description	Unit	Quantity	Unit Price	Amount
Hall Rental Fee				
Audio/Visual Equipment				
Catering Service				
Other (Specify)				

Subtotal:

Discount:

Tax (%):

Total Amount:

Terms & Conditions

- Reservation is confirmed upon receipt of 50% deposit.
- Balance payment due 7 days before event date.
- Quotation is valid for the period stated above.
- Additional charges may apply for extra services.

Prepared By:
