

# Private Event Reservation Confirmation Letter

Date: June 12, 2024

## Reservation Details

Reservation Number	: EV-2024-0123
Event Name	: Smith Family Reunion
Event Date	: July 15, 2024
Time	: 6:00 PM - 10:00 PM
Venue	: Grand Hall, Willow Event Center
Reserved By	: John Smith
Contact	: john.smith@email.com   (555) 012-3456
Number of Guests	: 75

## Confirmation

We are pleased to confirm your reservation for the Smith Family Reunion at Willow Event Center as detailed above. Please review the reservation details and notify us of any required changes no later than 7 days before the event date.

Kindly note that your reservation will be held upon receipt of the required deposit, as per our policy.

## Payment Details

Total Amount	: \$2,250.00
Deposit Paid	: \$500.00
Balance Due	: \$1,750.00
Due Date	: July 10, 2024

## Terms & Conditions

- Final guest count and menu selections must be confirmed at least seven days prior to the event date.
- Any cancellations received within 72 hours of the event will result in forfeiture of the deposit.
- Payment of the balance is due before or on the day of the event.

Sincerely,  
Willow Event Center  
events@willowcenter.com  
(555) 345-6789