

Wedding Reception Function Hall Reservation Form

Use this **wedding reception function hall reservation form** sample to streamline the booking process for your special day. It ensures all essential details are captured efficiently, making event planning smooth and organized. Customize the form to fit your venue's specific requirements and guest needs.

Contact Information

Bride's Name:

Groom's Name:

Contact Person:

Phone Number:

Email Address:

Event Details

Date of Reception:

Time:

Number of Guests:

Hall Preference:

Preferred Theme/Decoration:

Catering & Special Requests

Catering Menu Preference:

Special Requests/Instructions:

Agreement

☐

I confirm that the information provided above is accurate and agree to abide by the venue's policies.

Submit Reservation

Reset Form