

# Event Hall Reservation Request Form For Weddings

Use this **event hall reservation request form** sample to easily book your wedding venue. It ensures all essential details are captured for a seamless reservation process. Simplify your wedding planning by providing accurate information upfront.

## Contact Information

Bride & Groom Names:

e.g. Anna Lee & John Smith

Contact Person:

Phone Number:

Email Address:

## Event Details

Wedding Date:

Event Time:

e.g. 3:00 PM - 9:00 PM

Estimated Number of Guests:

Hall Preference/Name (if any):

e.g. Grand Ballroom

Special Setup Requirements:

e.g. stage, dance floor, audio-visual equipment

## Additional Information

Special Requests:

e.g. catering, decoration, parking, accessibility



I confirm that the above information is accurate and agree to venue policies.

Submit Reservation Request