

Wedding Reservation Form Sample

Use this **wedding reservation form sample** to efficiently gather essential details from couples planning their special day. The form includes clear terms and conditions to ensure mutual understanding and smooth event coordination. Customize it to match your venue's policies and create a seamless booking experience.

Couple Information

Bride's Name

Groom's Name

Contact Phone

Email

Event Details

Wedding Date

Preferred Start Time

Expected Number of Guests

Venue/Location

Special Requests / Notes

Terms and Conditions

- A non-refundable deposit of 30% is required to confirm your reservation.
- Final guest count and full payment must be submitted at least 30 days prior to the event date.
- Cancellations must be made in writing. Deposits are non-refundable.
- Any damages to the property or venue are the responsibility of the couple or their representatives.
- All external vendors must be pre-approved by the venue and provide appropriate insurance documentation.
- The venue operates under local regulations (regarding noise, alcohol, closing hours, etc.). Failure to comply may result in termination of the event without refund.

☐

I have read and agree to the terms and conditions.

Submit Reservation