

Non-Refundable Deposit Receipt Form

This **non-refundable deposit receipt form** sample provides a clear confirmation of payment for event bookings, protecting both organizers and clients. It outlines the deposit amount, event details, and terms ensuring transparency and trust. Use this form to secure your event reservations efficiently.

Event Details

Event Name	[Enter Event Name]
Date of Event	[MM/DD/YYYY]
Event Location	[Enter Venue/Address]
Client Name	[Enter Client Name]
Contact Information	[Enter Phone/Email]

Deposit Details

Receipt Number	[#####]
Date of Payment	[MM/DD/YYYY]
Deposit Amount	\$[Amount]
Payment Method	[Cash/Credit Card/Bank Transfer/Other]

Terms & Conditions

- The deposit is strictly **non-refundable** under any circumstances.
- Payment of the deposit secures your event date and time as noted above.
- The remainder of the payment (if any) must be settled by [MM/DD/YYYY].
- Cancellations or changes must be submitted in writing to the event organizer.

Authorized Organizer's Signature	Date
Client's Signature	Date

Please keep a copy of this receipt for your records.