

# Event Reservation Confirmation

Reference No: ER-2024-0158

## Reservation Details

**Event Name:**

Annual Gala Night

**Event Date:**

September 15, 2024

**Event Time:**

7:00 PM – 11:00 PM

**Venue:**

Grand Ballroom, City Hotel

**Reservation Status:**

Confirmed

**Number of Guests:**

120

## Reserved By

**Name:**

Maria L. Santos

**Organization:**

Santos Trading Co.

**Email:**

maria.santos@email.com

**Contact Number:**

+63 912 345 6789

## Payment Information

**Total Amount:**

â,±60,000.00

**Amount Paid:**

â,±30,000.00

**Amount Due:**

â,±30,000.00

**Payment Deadline:**

August 30, 2024

## Additional Requests

Vegetarian meal options for 10 guests.

AV equipment setup required.

## Important Notes

- Always verify all reservation details before the event date.
- This document serves as proof of reservation; please bring a copy when attending.
- Any changes or cancellations must be coordinated with the event coordinator at least 7 days prior to the event.
- Reservation is subject to full payment before the specified deadline.
- Keep a copy of this confirmation for your records.