

# 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:

₱±60,000.00

### Amount Paid:

₱±30,000.00

### Amount Due:

₱±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.