

Facility Rental Authorization

Subject: Event Venue Booking Request - [Date]

Dear [Venue Manager/Coordinator],

I am interested in booking [venue name/space] for [event type] on [preferred date] from [start time] to [end time].

Event specifications:

- Guest count: [number]
- Setup requirements: [details]
- Catering needs: [if applicable]
- Audio/visual equipment: [requirements]
- Special accommodations: [if any]

Could you please confirm availability and provide:

- Rental rates and packages
- Booking procedures and deposit requirements
- Cancellation policies
- Available services and restrictions

I am flexible with timing if the preferred slot is unavailable. Thank you for your prompt response.

Best regards,

[Your Name]

[Event Title/Organization]

[Contact Details]

Get more templates here: <https://www.lettersandtemplates.com/letters/permission-letter-for-event>