

Detailed Event Quotation — Banquet Hall

Client & Event Details

Client Name	Event Type
Contact	Date
Email	Time
Phone	Number of Guests
Venue	

Quotation Items

#	Description	Qty	Unit Price	Total
1	Banquet Hall Rental			
2	Catering Services			
3	Decoration / Floral Setup			
4	Audio/Visual Equipment			
5	Additional Services			

Subtotal

Taxes (%)

Total Amount

Terms & Conditions

- A deposit is required to confirm the booking.
- Full payment must be made before the event date.
- Cancellation policy applies as per agreement.
- Any additional services will be billed separately.

Prepared by: _____ Date: _____