

Event Space Reservation Confirmation

Dear [Guest Name],

Thank you for reserving our event space. Here are your reservation details:

| | |
|-------------------------|--|
| Event Name | |
| Date | |
| Time | |
| Venue | |
| Number of Guests | |
| Contact Person | |
| Contact Number | |

If you have any questions or need to make changes to your reservation, please contact us.

We look forward to hosting your event!

Best regards,
Event Space Management Team