

Form to Request Use of Venue

Personal Information

Name of Requestor	
Address	
Contact Number	Gender

Request Information

Venue to be Reserved	Date/Time to be Used
Purpose	Estimated Number of Guests
How Long Will It Take?	Other Request/s Related to the Event?

Payment

Total Amount of Payment	Date Paid
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Agreement

I hereby swear that the information that I have written here are correct and accurate. Any misinformation or misrepresentation may result in the denial of being given the proper reservation.

Signature above printed name

Date