

Subject: Booking Inquiry: [Your Event Name] – [Requested Date]

Dear Mafi Restaurant Management,

I am writing to inquire about the availability of your meeting hall for an upcoming event. We have heard great things about your facilities and would love to host our group at your venue.

Please find the preliminary details for our booking below:

Event Date: [Insert Date, e.g., Wednesday, October 15th]

Time Slot: [Insert Time, e.g., 9:00 AM to 2:00 PM]

Estimated Guest Count: [Insert Number]

Type of Event: [e.g., Corporate Workshop / Private Luncheon / Family Gathering]

Specific Requirements To help us plan accordingly, could you please provide information on the following?

Audio/Visual Equipment: Is there a projector, screen, and microphone available for use?

Seating Arrangement: Can the hall be configured in [e.g., U-shape / Theater / Classroom] style?

Catering Options: Do you offer specific meeting packages (e.g., coffee breaks and a buffet lunch)?

Pricing: What is the booking fee for the hall, and are there any required deposits?

I would appreciate it if you could confirm availability for our requested date and send over a copy of your booking terms or menu packages.

Thank you for your time and assistance. I look forward to hearing from you soon.

Best regards,

[Your Name] [Your Phone Number] [Your Email Address]