**会议（活动）场地使用确认单**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 会议（活动）名称 |  | | | | 联系人/电话 | |  |
| 会议（活动）时间 |  | | 会议（活动）地点 | | |  | |
| 会议（活动）  主办单位 |  | | 会议活动承办单位 | | |  | |
| 参会人数 |  | | 车辆数 | | |  | |
| 经费支出清单 | | | | | | | |
| 项目名称 | 单 价（元） | 数 量 | | 金 额 | | 备 注 | |
| 场地费 |  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
| 茶水类 |  |  | |  | |  | |
|  |  | |  | |  | |
| 人员服务费 |  |  | |  | |  | |
|  |  | |  | |  | |
| 制作费 |  |  | |  | |  | |
|  |  | |  | |  | |
| 其 他 |  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
| 费用总计（大写）： ¥ | | | | | | | |
| 用户签字： 日期： | | | | | | | |

**Conferences (Activities)**

**Venue Use Confirmation Slip**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Conference |  | | | | Contact/Tel | |  |
| Time |  | | Venue | | |  | |
| Host |  | | Organizer | | |  | |
| Attendance |  | | Vehicle Number | | |  | |
| Expenditure Checklist | | | | | | | |
| Items | unit price/RMB | quantity | | Amount  /RMB | | remarks | |
| Venue Fee |  |  | |  | |  | |
|  |  | |  | |  | |
| Beverage Fee |  |  | |  | |  | |
|  |  | |  | |  | |
| Service Fee |  |  | |  | |  | |
|  |  | |  | |  | |
| Production Fee |  |  | |  | |  | |
|  |  | |  | |  | |
| Other fees |  |  | |  | |  | |
|  |  | |  | |  | |
| Total amount(in capital）： ¥ | | | | | | | |
| Signature： Date： | | | | | | | |