**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： |