{Your name and description of your act here} {your address and contact details here}

{Your Logo Here (or on your letterhead) }

Hirer Name

Hirer Address line1

Hirer Address line2

Hirer Address line3

Hirer Postcode

Today's Date

## Confirmation of booking of {Your act name}

Thank you for your valued booking of the specialist services of {your act name} This letter confirms your booking requirements. If any of the details are incorrect, please contact me at the above telephone number as soon as possible.

|  |  |  |  |
| --- | --- | --- | --- |
| Engagement Date | Time of Performance | Venue Name and Address | Fee |
|  |  |  |  |

|  |
| --- |
| Additional Details{add in as agreed with Hirer}Birthday Party  * Complete party with {your act name} supplying prize bag containing 3 prizes for each child * Act includes: balloon modelling, magic, clowning… * {your act name} will contact you approximately one week before the performance to finalise arrangements. |

|  |
| --- |
| Terms of Business **{add in your own and/or as agreed with Hirer}**  1. The Full cost of the party is payable on the day of the performance 2. While the Children's Entertainer is on your premises for the purposes of fulfilling this engagement there should always be a responsible adult present while the entertainer is with the children. 3. You do not need to sign and return this form as this is a confirmation of an agreement already made. 4. Cancellation can only be by the mutual agreement of both parties. 5. In the event that the Children's Entertainer is unable to fulfil the engagement due to illness or injury they will make their best endeavours to let you know at the earliest opportunity and to give you any possible assistance to find a replacement entertainer for this engagement. 6. Filming of the Children's Entertainer (by camcorder etc) can only be undertaken with the consent of the entertainer. 7. {your act name} has public liability insurance to the value of £10Million |

{Add your own personal message, eg. Again, many thanks for booking {your act name}. Please tell the Birthday Child that {your act name} is really looking forward to their party and we are going to have a great time.}

Yours sincerely,

{your act name}, Member of Equity etc.