

Dear Sir/Madam

Further to our telephone conversation of (date), I wish to confirm the details of our agreement.

You have hired (name of act) which consists of (number of musicians) to perform for (length of performance) at (name of venue) on (date of performance) beginning at (start time of performance). I also understand we are to arrive by (arrival time) and we have also agreed that (any other specific arrangements you agreed such as provision of the PA, stage clothing, refreshments, etc).

We have agreed a fee of (£) to be paid in full by (cheque/cash) immediately after the performance / within seven days of the performance / within 30 days of the performance (complete as appropriate).

If any of the above is incorrect or does not represent your understanding of our agreement, then please contact me immediately to clarify matters at (your contact details).

Thank you for your time and consideration. I look forward to a successful and enjoyable event.