

# Booking Confirmation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are thrilled to confirm the booking of [Entertainment Act Name] for your upcoming private party on [Event Date]. Below are the details of your booking:

## Event Details

- **Event Date:** [Event Date]
- **Start Time:** [Start Time]
- **Location:** [Event Location]
- **Duration:** [Performance Duration]

## Contract and Payment

The total fee for the act is [Total Fee], which includes [list of inclusions]. A deposit of [Deposit Amount] is due by [Deposit Due Date] to secure the booking.

## Contact Information

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Number] or [Email Address].

Thank you for choosing us for your entertainment needs. We look forward to making your event unforgettable!

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]