



Kent Jackman
Executive Director
kentjman@gmail.com
Phone (917) 620-9485

SAMPLE BOOKING AGREEMENT

This Letter of Agreement (LOA) confirms that _____

(Hereafter to be called the **Booking Sponsor**), has hired **KENT JACKMAN** as the

_____ beginning _____ and ending _____

Within the terms of this contract (*for services rendered and accommodations provided*) the Booking Sponsor agrees to compensate Kent Jackman a total sum of _____ to be paid by Direct Deposit on the enclosed **Calendar /Installment Schedule**:

- _____ Initial (Travel Accommodation) Deposit
- _____ First Production Residency Deposit
- _____ FINAL Production Residency Deposit

In addition – **Booking Sponsor has agreed to provide** lodging accommodations for the duration of this residency at _____ Accommodations will be booked to provide: _____ – with requested amenities to include: _____

Sponsor will also pursue best efforts to secure local transportation (i.e. auto rental & insurance) accommodations, and as an option agrees to provide either related (Uber/Lyft/Taxi) stipends (&/or personal travel assistance) for car services relating to the [personal/professional] needs of this residency: including travel to and from the airport, as well as local lodging related travel needs.

Any revisions and/or additions to this initial LOA can be added at the request of either party following further discussion and agreement.

SIGNED AND APPROVED BY:

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