

TRAVEL & ACCOMMODATION ADDENDUM

CLIENT / ORGANIZER USE

USE THIS ADDENDUM FOR VENUES MORE THAN 100 KM BY ROAD FROM DOWNTOWN TORONTO. Travel is quoted separately and confirmed in writing. This page keeps travel planning clear and easy, with booking confirmation handled through the final quotation and email.

EVENT / CLIENT (OPTIONAL)	EVENT DATE	VENUE / CITY / COUNTRY	ONE-WAY DISTANCE

GROUND TRAVEL

More than 100 km by road from downtown Toronto: round-trip travel, parking and tolls are included in the written travel quote. The travel plan includes accommodation for venues more than 100 km from downtown Toronto, and for late finishes where a next-day return provides the smoothest schedule. Any alternative arrangement is confirmed in writing before booking.

Return travel is planned around event timing, weather, road conditions and a comfortable, practical journey.

AIR TRAVEL

The client or organizer pays 100% of required air travel: return standard-economy airfare from Toronto Pearson (YYZ), direct/non-stop where practical, including seat selection, one carry-on and checked baggage required for performance equipment and luggage. Peter approves the itinerary before purchase. Schedule arrival the day before the event and departure the day after unless otherwise agreed in writing.

ACCOMMODATION

The client or organizer arranges and pays for Peter's accommodation directly. Please provide a private room in a 4-star or better hotel, ideally within 20 minutes of the venue, with a private bathroom, Wi-Fi, secure equipment storage and a 24-hour front desk. Add late checkout or an additional night when the event schedule benefits from it. Please share proof of the confirmed reservation as part of booking confirmation.

TRANSFERS, HOSPITALITY & INTERNATIONAL

Please arrange comfortable, pre-booked airport/station, hotel and venue transfers, with a private vehicle used for late-night journeys while performance equipment is being carried. Provide drinking water, a reasonable selection of non-alcoholic soft drinks and one suitable meal on each travel/show day. An agreed per diem can be used when that is more practical. For international bookings, the organizer coordinates and pays for required visas, work permits, invitation letters, entry documents and equipment permits.

TRAVEL BOOKING CHECKLIST

Travel bookings are secured once both are received: **(1)** proof of the confirmed accommodation reservation, and **(2)** the 50% retainer of the final quotation. Any event-specific alternative travel arrangement is confirmed in writing by email or in the final quotation. This addendum is a planning reference, with booking acceptance handled through the normal quotation and email process.

OPTIONAL TRAVEL COORDINATION DETAILS

ARRIVAL DATE / TIME	DEPARTURE DATE / TIME	HOTEL / NIGHTS	AIRLINE / BOOKING REFERENCE
TRANSFER PROVIDER / CONTACT	VISA / PERMIT STATUS	NOTES / AGREED ARRANGEMENTS	