

SINGLE EVENT ORDER FORM

For libraries with an annual public performance license from Swank Movie Licensing USA, this form covers a single showing of titles from smaller and independent studios. These titles will be marked as "single event license required" on the website.

Today's Date: _____

Date of Showing: _____ Movie Title: _____

**If showing more than one film please attach list of dates and titles.*

Name of Library: _____

Library Street Address: _____

City: _____ State: _____ Zip: _____

Your Name: _____

Your Title: _____ Organization/Company: _____

Mailing Address (For paperwork if different than above): _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____ Home Cell Work Other _____

Library Phone Number: _____ Fax Number: _____

Your Email Address: _____

- One-time showing: \$125
- One-time showing with digital content: \$150

Method of Payment

- Bill the Library
- Check Enclosed *(postal mail only)*
- Credit Card *(send via fax or email)*

Card Type: VISA MC AMEX DISCOVER

Card Number: _____

Expiration Date: _____

Name on Card: _____

Billing Zip Code: _____

Tax Exempt Number: *(if applicable)* _____
(Please include a copy of the letter)

I authorize Swank to process my payment.

Cardholder Signature: _____

Make Check Payable To:

SWANK
MOVIE LICENSING USA

10795 Watson Road
St. Louis, MO 63127

For Office Use Only

Approval #: _____

Source #: _____

1.888.267.2658

Fax: 1.877.876.9873

Website: swank.com/public-libraries

Email: libraries@movlic.com

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TERMS & CONDITIONS

Advertising

Please secure your license before you begin advertisement of your event.

License and Copyright Restrictions

This order is for a limited license to exhibit only the agreed upon movie title and show date in your library. The showing must take place inside the library and does not cover outdoor showings or showings off site. Please note that change of movie title or show date after the license has been processed will result in a \$25 service fee. Violation of this agreement is subject to the penalties set forth in the Federal Copyright Act.

Unforeseen Circumstances

In the event of inclement weather, electrical problems or other malfunctions, you may reschedule your selected movie title at a later date. However, Swank Movie Licensing USA must be informed by phone or email prior to the scheduled show date so your account can be updated. Any changes outside of this will result in a \$25 service fee. Our contact information is on the reverse side of this form.

Admission Fees, Concessions and Donations

Admission may be charged to cover the cost of this license. However, the amount collected may not exceed the cost of the license. In lieu of charging an admission, you may "suggest donations" and/or provide concessions.

I have agreed to the Terms & Conditions as outlined above and authorize Swank Movie Licensing USA to process my request as completed.

Signature: _____

Today's Date: _____

Print Name: _____