

# ONE TIME PUBLIC PERFORMANCE SITE LICENSE ORDER FORM

Form must be complete before license can be processed. Please secure your license before you begin advertisement of your event. Credit card requests can be faxed or emailed. Check requests should be mailed. Please allow approx two weeks for processing and delivery.

Today's Date: \_\_\_\_\_

Date of Showing: \_\_\_\_\_ Movie Title: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Title: \_\_\_\_\_ Organization (PTO, PTA, etc.): \_\_\_\_\_

Street Address (if you want mail sent to your home instead): \_\_\_\_\_ Apartment #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_  Home  Cell  Work  Other \_\_\_\_\_

School Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

## ONE TIME FEE PER SHOWING: \$75.00

### Method of Payment

(Payment must be made in full before license can be processed)

**Check Enclosed** (postal mail only)

**Credit Card**

Card Type:  VISA  MC  AMEX  DISCOVER

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

How will license be used? (reward, movie night, student council event, etc.) \_\_\_\_\_

Tax Exempt Number: \_\_\_\_\_  
(if applicable)

**I have agreed to the terms and conditions on the reverse side of this form.**

Signature Authorization: \_\_\_\_\_

### For Office Use Only

Approval #: \_\_\_\_\_

Source: \_\_\_\_\_

Make checks payable to:

## Movie Licensing USA®

A Division of Swank Motion Pictures, Inc. • Tim Swank, Chairman

[www.movlic.com](http://www.movlic.com) [mail@movlic.com](mailto:mail@movlic.com)

## ST. LOUIS OFFICE

10795 Watson Road • St. Louis, MO 63127

Toll-free phone: 1-877-321-1300

Toll-free fax: 1-877-876-9873

## NEW YORK OFFICE

(for schools in CT, DC, DE, MA, ME, NH, NJ, NY, PA, RI, VT)

350 Vanderbilt Motor Parkway, Suite 108-C • Hauppauge, New York 11788

Toll-free phone: 1-877-321-1301

Fax: 631-434-4730

# ONE TIME PUBLIC PERFORMANCE SITE LICENSE ORDER FORM

## Movie Licensing USA®

A Division of Swank Motion Pictures, Inc. • Tim Swank, Chairman

### TERMS & CONDITIONS

#### LICENSE AND COPYRIGHT RESTRICTIONS

This order is for a limited license to exhibit only the agreed upon movie title and show date in your school. The showing must take place inside the school building and does not cover outdoor showings or showings off campus. 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, 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.

#### ADVERTISING GUIDELINES

We encourage you to print movie posters from **www.movlic.com** to advertise the movie in your facility or to pass out flyers directly to students and staff. If you choose to advertise through the public media (such as public radio, television, or a website), you may do so, as long as the movie title and studio name are not used. For example, "Join us at ABC Elementary for a Family Movie Night at 7:00pm" is permitted.

#### ADMISSION FEES, CONCESSIONS, & 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.