

# FESTIVAL AND SINGLE SCREENING REQUEST



In order to clear rights or to loan one of our library prints/tapes for screening we need you to complete this form, providing as much information as possible. The more information you can provide, the quicker we can complete your request. **The information supplied on this form will be used for the contract and invoice. Please ensure you give accurate information to avoid delays at a later stage.**

**PLEASE NOTE PRIOR TO SUBMITTING THIS FORM:**

- It is the responsibility of the licensee to arrange collection and return of any materials associated with this loan. Park Circus will not be responsible for this.
- Prints are loaned and rights cleared in accordance with our Standard Terms and Conditions. A copy of which can be downloaded from our website.
- Payment in full is required prior to any rights being granted or materials provided.
- In some cases we are able to supply a selection of stills (max. 3) and script/dialogue list. Where these are readily available there is no charge for these materials. If you require a TCR DVD for subtitling purposes we may be able to supply this. If we are able to supply a DVD a charge of €60 for the creation of such DVD's will apply. In both cases please indicate on this form if you require these materials. **Please note, due to the age of the titles we represent we may not always hold the publicity materials you require.**
- **The completion of this form does not constitute a booking or proof of rights clearance from Park Circus. If we are able to assist with your request we will issue you with a booking contract and an official invoice.**

Contact Name:
Organisations VAT Number (EU Only):
Organisation Name & Invoice Address:
Email Address:
Telephone Number:

Venue Name & Delivery Address:		
Will talent attend the screening? If so provide details:		
Capacity:	Ticket Price:	Is the Venue a FIAF member: YES/NO

**ABOUT THE FILM(S)**

Please provide as much information as possible.

Title	Director	Print Source <small>If this is a rights clearance do you require us to loan a print or is it being supplied by a third party (please indicate).</small>	Format <small>Subject to availability we can supply prints or tapes (35mm/Digital etc)</small>	Date of Screening	Number of Shows

**PUBLICITY**

Please indicate for which of these titles you would like us to supply publicity materials and/or a TCR DVD. Please remember this is subject to availability and we will only charge you if we can supply the material.

Title	Please Supply Stills & Dialogue List	Please Supply a TCR DVD at the price quoted above (where available)

<b><u>PARK CIRCUS USE ONLY:</u></b>
Rights Checked:
Print Checked:
Booking Ref:

**THIS COMPLETED FORM MUST BE EMAILED OR FAXED BACK TO US ON : +44(0) 141 332 2133**