

# SINGLE EVENT LICENSE ORDER FORM

You may fax, email or mail form when complete.

## SCHOOL INFORMATION

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

School District: \_\_\_\_\_

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

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

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

*Mailing address for paperwork if different from above:*

Mailing Address: \_\_\_\_\_

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

## CONTACT INFORMATION

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

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

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

## LICENSE DETAILS

Movie Title: \_\_\_\_\_ Show Date: \_\_\_\_\_

Purpose of License (*student reward, movie night, etc.*) \_\_\_\_\_

## METHOD OF PAYMENT

License Fee: \_\_\_\_\_

### Credit Card

Card Type:  VISA  MC  AMEX  DISCOVER

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

Billing Zip Code: \_\_\_\_\_

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

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

Cardholder Signature: \_\_\_\_\_

### Check Enclosed (*postal mail only*)

Make check payable to: **Movie Licensing USA**

State Tax Exempt Number: \_\_\_\_\_

(Please include state issued exemption certificate)

# Movie Licensing USA®

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

**1-877-321-1300**

10795 Watson Road  
St. Louis, MO 63127-1012

Fax: **1-877-876-9873**

Website: [k12.movlic.com](http://k12.movlic.com)

Email: [mail@movlic.com](mailto:mail@movlic.com)

### For Office Use Only

Credit Card Auth #: \_\_\_\_\_

Order #: \_\_\_\_\_

MLUSA1429 7.15

## SINGLE EVENT LICENSE TERMS & CONDITIONS:

### 1. INSTRUCTIONS & GUIDELINES

Please make sure your movie title and show date are finalized prior to submitting form. Payment must be made at time of order. Please allow two weeks for sufficient processing and delivery of paperwork. If form is submitted less than the suggested two weeks, we cannot guarantee paperwork will arrive in time. Movie Licensing USA does not provide a copy of the physical movie content; however you may buy, borrow or rent the movie from any legal source. Please note that change of movie title or show date after the license has been processed will result in a \$25 service fee.

### 2. UNFORESEEN CIRCUMSTANCES & RESCHEDULING

If you are unable to hold your event due to inclement weather, electrical problems or other malfunctions, you may reschedule your selected movie title within one year of the original show date. Movie Licensing USA must be informed by phone or email prior to the scheduled showing so your account can be noted. If Movie Licensing USA is not informed promptly, we will not be able to reschedule your event. Movie Licensing USA does not provide refunds in the form of payment, but as a reschedule option should these circumstances occur. Please contact your licensing manager for complete details.

### 3. 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 events or showings off campus. Violation of this agreement is subject to the penalties set forth in the Federal Copyright Act.

### 4. ADVERTISING GUIDELINES

We encourage you to print publicity materials from **k12.movlic.com** to advertise the movie in your facility or to pass out directly to students and staff. If you choose to advertise through public media (such as public radio, television, or 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.

### 5. 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, or in addition to charging admission, you may suggest donations and/or provide concessions.

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

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

Print Name: \_\_\_\_\_