



## Exhibition Request Form

Please complete all sections on this form and fax it to: (631) 434-1574, Attention: Melissa Christy

\*\*\*If you are tax exempt, please be sure to fax a copy of your state tax exemption certificate with this form\*\*\*

Organization Name: Unitarian Universalist Fellowship of the Peninsula

Contact Person: Christopher Hicks

Phone Number: +1.757.969.5722 Fax Number: none

Email: chicks@chicks.net

P.O. Box 2597, Newport News, VA 23602

Mailing Address (City, State, Zip Code)

P.O. Box 2597, Newport News, VA 23602

Billing Address (City, State, Zip Code)

Movie Title Requested: Super Size Me Date of Screening: 25 Feb 2007

Name of Event or Reason for Screening: Social Concerns Movie Night

Name of Screening Location: UUFP Indoors or Outdoors: Indoors

Address of Screening Location: 415 Youngs Mill Lane, Newport News, VA

Shipping Address (if not same as mailing address): \_\_\_\_\_  
(MUST BE A PHYSICAL ADDRESS)

Contact Person (at shipping location): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Format (DVD, VHS, 35mm or 16mm) 1<sup>st</sup> Choice: DVD 2<sup>nd</sup> Choice VHS

Are you charging admission? No If so, how much? \_\_\_\_\_

Capacity of venue (# of seats): 104 Anticipated Audience Size: 20 Size of Screen: 8' x 6'

Once you place an order for movies with Swank Motion Pictures, we will give you an immediate verbal confirmation of your order, if possible. Additionally, Swank Motion Pictures will mail you a written confirmation once the movie is booked. REVIEW YOUR CONFIRMATION. You must call Swank Motion Pictures at 1-800-876-5577 if your written confirmation is not correct. Please note that your movie is not confirmed until you receive a printed confirmation from Swank Motion Pictures.

Movie prices are for one day's rental. Additional fees will apply to multiple day shows. If you charge admission, your movie rental rate is the quoted rental price OR 50% of your gate receipts, whichever is greater. Swank Motion Pictures will send you an audience report prior to your show date. Audience reports must be completed within 24 hours of your screening and submitted immediately to Swank Motion Pictures. Failure to return the audience report could delay the shipment of future orders.

Once you have made pre-payment arrangements, we will ship your movies so they arrive at least two days before your show date. If your print has not arrived, you must call Swank Motion Pictures at 1-800-876-5577. Payment of your full rental fee is required if there is no notification to Swank Motion Pictures one (1) business day prior to show date. Movies are delivered to you at least two business days prior to your show so that you can preview the ENTIRE movie in the actual equipment that will be used for your screening; previewing movies in your home equipment will not suffice. If you find that the movie is damaged or your player and movie are incompatible, contact your Swank Account Executive immediately. At that time all efforts will be made to resolve the problem. No adjustments or refunds will be given if we are not alerted at least one business day prior to your screening date regarding damaged/incompatible movies.

Any film may be canceled without obligation provided that Swank Motion Pictures receives written notification fourteen (14) days before the film is shipped, or the full rental and handling charges must be paid. All show date changes must be made in writing and received by Swank Motion Pictures ten (10) days before the film is shipped, or the full rental and handling charges must be paid. If your screening is canceled after the movie has already shipped to you, we will allow you to reschedule the same movie within one year of the original show date; you must pay the original invoice and you must pay the cost of shipping for us to send it back out to you. You may not substitute another title.

These motion pictures are specifically licensed for non-theatrical showings only. We encourage you to inform your organization's members and patrons via on-premise bulletin boards, emails and private mailings. Paid advertising through media such as radio, television or newspaper is discouraged; however you may list your event in the calendar of events section of your local newspaper. If this policy is violated, or becomes openly competitive with a commercial theater, all shows will be canceled WITHOUT notice.

Authorized Signature: \_\_\_\_\_

Please Print Name: Pam Tenney Date: \_\_\_\_\_