**RENTAL ORDER FORM**

DATE of order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ORGANISATION (named hereafter “licensee”)

located in:

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_

**VAT number**: \_\_\_

Contact Person:

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shipping contact & address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. REQUESTED WORK(S)

(please state TITEL(S), AUTHOR(S) and requested SCREENING FORMAT)

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(please add extra pages for additional titles)

1. PURPOSE OF RENTAL:

* Screening programme
* Exhibition
* Educational screening
* Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme/exhibition title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue:

* Gallery
* Cinema/screening space
* Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. SHIPPING DETAILS AND DEADLINE FOR RECEPTION:

Ship by:

* International carrier: o Federal Express o UPS o DHL

**Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Other shipping company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Registered mail (fees vary according to destinations, actual fees will appear on the invoice)
* Digital file sent by Internet (additional cost 5 euros)

**SCREENING LICENSE AGREEMENT:**

By signing this agreement, the licensor of the audiovisual work (film) and the licensee agree on the conditions mentioned hereafter in order to make sure that the screening of the work takes place in the best conditions possible:

1. The work is shown as to be distinguishable from other works shown in the same context. (No mounting or editing of the provided copy is allowed and the artist’s name has to be clearly indicated).
2. The provided copy must be returned to ARGOS within 10 working days after the end of the event.
3. However, if the copy is not returned to ARGOS within 1 month after the screening, it is considered as *purchased* by the licensee. In this case, the amount for definite purchase is added to the initial screening fees. The invoice requires immediate payment.
4. Shipping costs are to be paid by the licensee.
5. If the work has been sent as digital file, all copies of the work(s) must be destroyed immediately after the screening.
6. Every additional screening going beyond that/these which are mentioned in this form requires a new agreement that can be made informally by e-mail.
7. Additional visual material (stills, press images) is available on request: [distribution@argosarts.org](mailto:distribution@argosarts.org).
8. All rights for the titles ordered from ARGOS remain with the owners, whether the owners be the artists/producers, organisations or otherwise.

**I confirm my order and agree to the above-mentioned conditions:**

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_