33rd Annual Black Maria Film and Video Festival
Program Reservation and Survey Form
2014 Festival Tour

Thank you for submitting this reservation request for a custom-curated program at your venue. Based on the information that you provide below, the Black Maria Film and Video Festival will help to prepare a detailed price quote.

This form is designed to assist you in planning your program. Once you have completed and returned it, a Festival associate will work with you personally to confirm all details specific to your needs. Please note that when overnight travel is required the cost of lodging, surface and/or air travel, and meals are an additional expense for a typical program.

Name of Host Organization: _____

Program Date(s): _____ Program Times(s): _____

Liaison Name: _____ Title: _____

Phone (work): _____ Phone (cell): _____

Email: _____

Billing Contact:_____ Billing Email: _____

Billing Phone:_____

Billing Address: _____

Program Venue Name & Address (if different than above):

_____

Estimated Program Costs and Festival Contact Information

Please indicate your preferences below. Host sites are encouraged to speak with a Festival associate to discuss and customize programming needs directly. Our office phone is: 201-200-2043. Please download and fill out the form on-line and email it back to info@blackmariafilmfestival.org. Thank you for your assistance.

☐ One 90-100 minute customized program presented by a Festival associate ..... $500 plus travel.

☐ Two 90-100 minute customized programs ***on the same* day** presented by a Festival associate ..... $750 plus travel.

☐ One 90-100 minute compilation DVD program presented by host site liaison. The host site understands that the program DVD **must be returned, and is the property of the Black Maria Film and Video Festival**..... $200

☐ Multi-day, multi-program visit or other special program arrangement to be negotiated..... TBD.

Travel Arrangements & Fees

If the venue is within 25 miles of our home base at New Jersey City University, there is no travel fee.

Venues within driving distance that are beyond 25 miles are charged $ 0.55 per mile plus tolls. If a rental car is necessary due to long distance travel, the host site is responsible for total rental car costs.

The host organization is responsible for paying for meals for the Festival associate when required during travel to/from host sites as appropriate.

Meal Rates:

- Breakfast: $10
- Lunch: $15
- Dinner: $25

If the venue is more than 100 miles from the Festival's home base and the program takes place during the evening, then overnight hotel accommodation at a moderately-priced hotel for the Festival associate is required. Costs can either be covered directly by host organizations or made in advance by the Festival and billed to the host organization.

For a program requiring air travel, costs may either be covered directly by the host organization or made in advance by the Festival and billed to the host organization.

Each host organization is responsible for providing video projection for either a standard DVD or Blu-ray format. The Festival will accommodate each host venue's request for the compilation DVD to be mastered in either standard DVD or Blu-ray **as requested in advance by the host organization.** Each host venue is expected to provide personnel to operate equipment, set-up, lights, etc. for each program presentation.

Black Maria Film and Video Festival Program Reservation Agreement, ADA Agreement, and Authorized Host Site Personnel

As the designated liaison, for _____, I understand that timely payment, ADA compliance, and responsibility for advance promotion of the Festival program in our local press, are essential to the success of the above-planned event. We understand that the Black Maria Film and Video Festival is obligated by ADA Laws to request confirmation from our organization, that we are in full ADA compliance or are in the process of meeting full ADA compliance. We understand that every three years, an ADA Survey must be completed and forwarded to the Festival as is required by the Festival's home state of New Jersey's monitoring guidelines.

Name of person authorized by Host Site to make program reservation:

_____

Date Completed:

_____

For Office Use Only:
Date Program Reservation Form Received: _____