

Black Maria Film+Video Festival Program Reservation Agreement Form

THANK YOU FOR CONSIDERING HOSTING THE BLACK MARIA FILM FESTIVAL! THIS FORM IS CONVEYED TO EACH OF OUR VALUED HOST ORGANIZATIONS FOR COMPLETION AND RETURN ACCOMPANIED BY A \$100 DEPOSIT SO THAT WE CAN CONFIRM YOUR RESERVATION. PLEASE NOTE THAT FOR DISTANT TRAVEL ARRANGEMENTS FOR HOTEL CHAIN LODGING, CAR AND/OR AIR TRAVEL AND MEAL ACCOMODATIONS ARE IN ADDITION TO THE BASIC PROGRAM CHARGE.

NAME OF YOUR ORGANIZATION: _____ PROGRAM DATE/S _____ TIME/S: _____
LIAISON NAME/S: _____ TITLE: _____ OFF. PHONE _____ CELL PHONE _____
E-MAIL: _____ BILLING CONTACT & PHONE: _____ PUBLIC INFO NO.: _____
BILLING ADDRESS: _____ WEBSITE: _____

PROGRAM LOCATION INFO (This will appear in the festival's materials wherever possible so please update information)

VENUE NAME & ADDRESS IF DIFFERENT: _____ Info tele: _____

PROGRAM COST/S: PLEASE INDICATE YOUR PREFERENCES BELOW. NOTE: TRAVEL COSTS ARE ADDITIONAL

- ONE 90-100 MINUTE CUSTOMIZED PROGRAM PRESENTATION INCLUDING FESTIVAL SPOKESPERSON. \$500.00
- TWO 90-100 MINUTE CUSTOMIZED PROGRAMS ON SAME DAY - INCLUDING FESTIVAL SPOKESPERSON. \$900.00
- MULTI-DAY, MULTI-PROGRAM VISIT OR OTHER SPECIAL PROGRAM ARRANGEMENT TO BE NEGOTIATED. TBD.

NOTE: As program production expenses are rising we may be able to offer a mutually beneficial cost saving option. Choose one of 6 bundled, 85 min. program suites and receive a discount of \$50. for the first program. In person intro by the festival director or festival representative would be as usual. Prospective mixes might be: (1) Lively, family and older audience program, ages 10 and up. (2) Engaging, energetic and topical mix for contemporary audiences, 15 up (3) More edgy, exhuberant college group mix. (4) Mainly documentary mix. (5) Animation mix. (6) Avant garde, experimental, underground mix. (7) Diverse cultural, and/or women's issues mix. Each mix would be bundled onto a single DVD and available with two (2) additional single DVDs (ADA related selections would be available as a choice for these as well) to round out, diversify or counterpoint your suite and best serve your content needs.

- We'd consider taking a discounted program/s suite, likely number choice _____ offered with a selected extra DVD or two.
- We wouldn't consider a bundled program suite and surely prefer our program/s to be fully customized at full cost per above.

Travel Arrangements

FIRST 25 MILES OF NEAR TO HOME BASE TRAVEL IS NOT CHARGED. SUBSEQUENT MILES NEED TO BE COMPENSATED AT .55 PER MILE PLUS TOLLS, UNLESS A RENTAL CAR IS REQUIRED IN WHICH CASE THE COST FOR SAME WOULD BE BILLED.

• THE HOST ORGANIZATION IS RESPONSIBLE FOR ANY MEAL/S AT STANDARD TIMES DURING TRAVEL TO AND FROM AND DURING VISIT AND UNTIL RETURN TO FESTIVAL HOME BASE.

* OVERNIGHT HOTEL CHAIN ACCOMMODATIONS FOR FESTIVAL SPOKESPERSON IS EXPECTED IF RETURN TRAVEL TO HOME BASE WOULD TAKE OVER AN HOUR (OR 65 OR MORE MILES) FOR PROGRAMS ENDING IN THE EVENING. ARRANGEMENTS FOR THIS WILL EITHER BE MADE BY AND COVERED BY HOST ORGANIZATION OR BILLED TO HOST ORGANIZATION BY THE FESTIVAL. IF HOST INSTITUTION CAN'T ARRANGE HOTEL CHAIN LODGING, (OR FLIGHT RESERVATIONS, MEALS ETC.) THE FESTIVAL CAN DO SO. PLEASE SEE DOUBLE**ASTERISK BELOW FOR ESTIMATED COST.

• FOR TRAVEL REQUIRING A FLIGHT EITHER THE HOST OR THE FESTIVAL CAN ARRANGE THIS. LIKewise GROUND TRANSPORTATION OR IN CERTAIN INSTANCES, A RENTAL CAR MAY BE NEEDED. IF THE AIRLINE CHARGE AND GROUND TRANSPORTATION IS HANDLED BY THE FESTIVAL THE COST WILL BE BILLED TO YOU.

• WHEN TWO OR MORE ORGANIZATIONS IN A GIVEN REGION ARE CO-HOSTING PROGRAMS, CERTAIN TRAVEL, LODGING AND MEAL COSTS MAY BE SHARED BY THOSE ORGANIZATIONS AT COST SAVINGS.

* THE HOST ORGANIZATION IS RESPONSIBLE TO PROVIDE VIDEO PROJECTOR AND RELATED EQUIPMENT AS WELL AS A CAPABLE PERSON TO OPERATE EQUIPMENT AND ANY ADDITIONAL HELPERS NEEDED TO RUN LIGHTS ETC. FOR SHOW.

ESTIMATED TRAVEL, AND AS MAY APPLY, MEAL AND LODGING ARRANGEMENTS

ESTIMATED # OF MILES (ROUNDTRIP FROM OUR HOMEBASE IN NJ): _____ X .55 per mi. _____ = \$ _____

AIRLINE TICKETS & GROUND TRANSPORTATION. NOTE: Festival can arrange for a rental car, if needed, at local rates for compact car with full insurance coverage as applied for entire trip, i.e. driving from airport to destination and return of rental. Estimated costs can vary considerably according to region. Generally expect approx. \$140 per day when optimal return is viable.

**** ESTIMATED COST WHEN FESTIVAL ARRANGES FOR LODGING WHEN HOST SO DESIRES - PLEASE CHECK ONE:**

- WILL PROVIDE LODGING. FESTIVAL IS ASKED TO ARRANGE LODGING FOR ITSELF REFLECTING BELOW COST :
- METROPOLITAN AREA ETC. WITH HIGHER RATES: \$145- \$185 per night LESS EXPENSIVE AREA : \$85-\$135 per night

MEALS ARE TO BE ACCOUNTED FOR BY HOST INSTITUTION EITHER BY PROVIDING SAME OR PER BELOW - CHECK ONE

- MEAL IS NOT NEEDED AS PROGRAM IS NOT OVER 1 HOUR DISTANT AND ISN'T SCHEDULED WITHIN 2 HOURS OF MEAL TIMES.
- WILL PROVIDE DINNER FOR FEST. SPOKESPERSON AND WILL REIMBURSE OTHER MEALS PER CHECK'D BOXES BELOW
- WILL REIMBURSE COST FOR APPROPRIATE NUMBER OF MEALS AS PARTICULAR TO TIME & LENGTH OF VISIT
- # OF BREAKFASTS ___ @ \$12.00 EA. # LUNCH ___ @ \$14.00 EA. # DINNERS ___ @ \$28.00 EA. TTL MEALS \$ _____

APPROXIMATE ANTICIPATED EXPENSE REVIEW , SUBJECT TO CHANGE DUE TO UNFORSEEN CIRCUMSTANCES

PROGRAM AMT INCL. \$100 RESERVATION DEPOSIT: \$ _____ , TRANSPORTATION/AIRFARE: \$ _____ +
LODGING/MEALS AS OR IF NEEDED: \$ _____ TOTAL.....\$ _____ DEPOSIT ENCLOSED: \$ _____

BLACK MARIA PROGRAM RESERVATION AGREEMENT, ADA STATEMENT AND SIGNATURE

AS THE DESIGNATED LIAISON I WILL FACILITATE TIMELY PAYMENT, ADA COMPLIANCE AND LOCAL PR EFFORT. I CONFIRM THAT IN THE LAST 2 YEARS WE'VE COMPLETED THE FESTIVAL'S ADA COMPLIANCE FORM (AND WILL ATTACH A COPY OF THAT FORM OR WILL ATTACH A NEWLY UPDATED FORM AS INCLUDED WITH THIS RESERVATION PACKAGE). FURTHERMORE I HEREIN CONFIRM THAT OUR FACILITY IS IN COMPLIANCE WITH ADA GUIDELINES AND UNDERSTAND THAT AN ADA SURVEY OF NO MORE THAN 3 YEARS PAST MUST BE MADE AVAILABE TO THE FESTIVAL OFFICE AS REQUIRED BY THE FESTIVAL'S HOME STATE GOVERNMENT'S MONITORING GUIDELINES. THE PROGRAM INFO PROVIDED HERE MAY BE LISTED IN ANY FESTIVAL MATERIALS AND/OR THE FESTIVAL WEBSITE.

SIGNED _____ TITLE: _____ DATE: _____ ORGANIZATION: _____