



FILM LOAN FORM

Turin, on.....

Prot.n. /

Dear.....

.....

.....

.....

[applicant's full details]

Following your request, the National Cinema Museum confirms its willingness to loan the following copy:

Title.....

support.....

format.....

version.....

subtitles/intertitles.....

screening speed (film only).....

matte (film only).....

The copy of.....will be screened in public and only on one instance on the
.....(date) and in(place).....

LOAN CONDITIONS

- The applicant must ensure that the copy will not be duplicated in any way or format.
- The Museum is to be identified as the direct source of the copy in all advertising material connected with the screening and the applicant agrees to submit such material to the Museum.
- The Museum is a member of FIAF (Fédération Internationale des Archives du Film) and as such it adheres to the Federation's regulations regarding the handling and screening of the film.

PICK UP, HANDLING AND PAYMENT CONDITIONS

- The total amount is € + VAT to contribute to the costs of conservation, review, reproduction and and wear.
- The copy can be picked up 7 days before the screening date at the following address: National Cinema Museum - Film Archive, via Sospello 195 / A, 10147 Turin - tel. 0039 011.8138.580, fax 0039 011.8138585.
- The applicant is solely responsible for the transport and the minimum insurance amounts of € 700 per each reel, in the case of films, and € 300 per film in the case of audio-video and digital device. The National Cinema Museum's courier is DHL; the applicant's choice of a different courier will be examined by the National

Cinema Museum. Return transport costs will be entirely borne by the applicant, who will use the following courier

- The applicant accepts full responsibility for the copy's safety from the time of dispatch until return delivery to the Museum.
 - This signed for acceptance form, must be received at least 20 days before the screening's scheduled date. Otherwise, the National Cinema Museum reserves the right to cancel the reservation.
 - Unless otherwise agreed, the copy must be returned within 6 days from the screening date (in the case of multiple loans, the six days refer to the date of the last screening). In the event that the applicant fails to meet the deadline, the National Cinema Museum will demand the payment of the penalty specified in the price list in force at the time of the loan.
- All expenses resulting from any customs operations will be borne by the applicant; if the Museum was forced to pay upfront, it will request a refund.

TECHNICAL REQUIREMENTS FOR A MOTION PICTURE

- Upon receipt of the copy, the applicant agrees to verify the state and to inform the National Cinema Museum of any damage, not previously disclosed by the archive. Otherwise, the Museum shall deem the applicant responsible for damages found at the end of the loan period and require a compensation payment in accordance with the rates provided by the print and development laboratory indicated by the Museum.
 - The applicant is required to disclose the projection method to the Museum and it must not be with platters or reels' system, for any reason.
 - In case of **restored films** or copies with tails that are not spliced, films must be strictly screened in sections. The projection room must therefore have a pair of projectors to allow assembling the copy without cutting the reels' security tails and having a synchronized change over.
 - The loan applicant shall scrupulously follow the instructions listed below:
 - It is strictly forbidden to write on the film or stick tape fragments or other cues
 - It is strictly forbidden to cut or splice the film
 - In case of silent movies' screening, the projector must be equipped with a speed variator in order to ensure the correct speed of projection according to the Museum's indications.
 - Following the screening, the film:
 - must be rewound properly without creating loops
 - must be secured with paper adhesive tape and NOT with any other type of adhesive
 - in case the tails have been detached (in case the original tails are missing) they must be re-attached to each reel as they were originally.
 - must be packed in a suitable and safe way in order to be returned.
 - Once returned, the copy will be inspected again. Any damage found on the copy - that is not justified by the normal wear due to the film screening - will require:
 - reprinting the entire copy when possible, which will be charged to the applicant, in the print and development laboratory indicated by the Museum
 - the compensation outlined in the price list if it is not possible to reprint a new copy.
- Moreover, in case of any violation of the terms of this agreement, the National Cinema Museum reserves the right to not consider future loan applications from the applicant.
- In case of loss of the copy, the Museum will require compensation for the damage according to the price list in force at the time of the loan application.

TECHNICAL REQUIREMENTS FOR MEDIA AND DIGITAL AUDIOVIDEO

- Upon receipt of the copy, the applicant agrees to verify the correct functioning of the media and to inform the National Cinema Museum of any potential malfunctions or illegibility.
- The applicant must ensure that the projection systems which will be used are suitable for the film format, in order to avoid any damage.
- The applicant shall scrupulously follow the instructions listed below:
- It is strictly forbidden to duplicate, and in any way manipulate files
- It is strictly forbidden to write or attach tape fragments or other cues both on the equipment and the film case
- Following the screening, the film will have to be packed in an appropriate and safe way in order to be returned.
- Once returned, the copy will be re-inspected. Any damages found on the copy will require:

- producing a new copy, when possible, under the sole responsibility of the applicant, in the laboratory indicated by the Museum
 - the compensation provided by the price list in case it is not possible to produce a new equipment.
- Moreover, in case of any violation of the terms of this agreement, the National Cinema Museum reserves the right to not consider future loan applications from the applicant.
- In case of loss of the copy, the Museum will require compensation for the damage according to the price list in force at the time of the loan application.

The projectionist must have a **projectionist licence**:

Name of the projectionist

License type and number

RIGHTS TO ECONOMIC USE

- The National Cinema Museum only owns the copy and NOT the rights to its economic use. If the applicant wants to project, reproduce or use the copy on loan he/she must request the authorisation to the party entitled, and if necessary, pay the corresponding fee. Hereby, the applicant releases the Museum from any responsibility towards the party entitled, as a consequence of any reproduction or use of the film.

ACCEPTANCE OF TERMS AND CONDITIONS

For an unconditional acceptance of all the terms and conditions listed in this contract:

Applicant's full name:, on

Applicant's stamp and signature.....

Last update: 06.06.2016