



PUBLIC LIBRARY OUTDOOR EVENT FORM

Name: _____

Phone: _____

Email: _____

Library Name: _____

Library Address: _____ License # _____ *must have active annual site license

Date of Showing(s): _____

Screen Size: _____

Chosen title(s) (from the attached list): _____

Plan for limiting attendance: _____

Please check below:

TERMS & CONDITIONS

Showing must take place on library property and must be limited to a maximum of 100 patrons or 50 cars attending. .

Drive-up type showings are not to be offered if a commercial drive-in theatre is within 10 miles of the library.

Advertising Guidelines: Event may be advertised in your Library, on your Library's website , and directly to staff and patrons via mail, email, or other direct messaging. The words "drive-in" should not be used. Alternative phrases could be "Wheels and Reels" or "Carpool Cinema"

COVID-19 Pandemic Safety Requirements:

The Library assumes 100% responsibility for ensuring lawful compliance to any legal Orders, Government mandates, or other restrictions that would relate to Outdoor Event Gatherings such as the one being contemplated via this form.

I have agreed to the Terms & Conditions as outlined above and authorize Swank Movie Licensing USA to process my request as completed.

Signature of Responsible Party:

Printed Name: _____

Date: _____

Please email completed Event Form to libraries@swankmp.com for approval.