



GUIDELINES FOR THE SINGLE TITLE SCREENING LICENCE (STSL)

INTRODUCTION

The STSL is a screening licence which allows you to show a film in public on a title by title basis. If you wish to screen a film outside of the home or traditional cinema you will require permission from the copyright owner. GFD Film Library works on behalf of the copyright owners and can provide an appropriate licence for any approved screening. The terms of the Single Title Screening Licence can be viewed at www.filmlibrary.ie. Below is an explanation of the application process for, and a summary of the terms of, the Single Title Screening Licence. Please note that this explanation is by way of guidance only and, although it sets out GFD Film Library's views as to the interpretation of the Single Title Screening Licence, it does not affect the terms of the Single Title Screening Licence.

TERMS

Throughout the document, you the customer are known as an "Exhibitor" or "Licence Holder". GFD Film Library as "GFD Film Library". "Copyright Owners" are the companies who own the copyright to the film.

Single Title Screening Licence Overview

The following summarises the conditions under which a Single Title Screening Licence is granted and the conditions applicable to each different type of screening. It is not a comprehensive list of terms, so please refer to the Single Title Screening Licence terms and conditions to ensure your planned usage of film is covered by this licence.

All Screenings

1. The film must be screened at premises in the Republic of Ireland.
2. There must be no cutting, editing or copying of the film.
3. Films must not be used to promote or endorse any product or service, except the screening of the film itself. Please contact GFD Film Library at info@filmlibrary.ie or bookings@filmlibrary.ie, if you wish to plan such an event or for further information.

Commercial screenings

Commercial screenings are defined as screenings where a charge is made to the audience.

1. Advertising of the screening to the general public is permitted, either internally (e.g. posters inside the venue for the screening) or externally (e.g. advertisements in a local newspaper, newsletter or website).
2. Upon GFD Film Library's request, you must alter or remove any advertising.
3. You may charge a ticket price for the screening.
4. The Exhibitor/Licence Holder rate for these screenings are based on a minimum guarantee or 35% of total box office whichever is greater. The minimum guarantee rates can be found on www.filmlibrary.ie.
5. Once the screening date has passed, you are required to complete an online Box Office Returns Form within 7 days of the screening. Following completion of this form and subject to total screening revenues, GFD Film Library will calculate the overall cost of the screening based on 35% of the ticket sales. The licence fee payable is the higher of:
 - (a) The applicable minimum guarantee stated in the GFD Film Library Commercial rate card; or
 - (b) 35% of all monies and other consideration received for audience admission less VAT.



Non-Commercial Screenings (No Charging Internal Advertising Screenings)

Non-Commercial screenings are defined as screenings where no charge is made.

1. Members of a club may be charged an annual subscription / membership fee only.
2. You may advertise internally (e.g. posters inside the venue, newsletter, or members only website and/or intranet site). Upon GFD Film Library's request, you must alter or remove any advertising.
3. Advertising on websites which can be accessed by the public is strictly prohibited, but advertising on a member's only website and/or intranet is permitted provided that access to the website is restricted by password.
4. Non-commercial rates are based on a flat rate fee as set out on the GFD Film Library Non-Commercial rate card (which can be viewed at www.filmlibrary.ie).

Advertised Non-Commercial Screenings (No Charging External Advertising Screenings)

1. These are defined as screenings where no charge is made but there is advertising of the screening to the general public.
2. External advertising of the screening to the general public is permitted, (e.g. advertisements in a local newspaper, newsletter and/or website). However, advertising will need to be submitted to GFD Film Library for approval. Upon GFD Film Library or the Copyright Owner's request, you must alter or remove any or all advertising.
3. Rates are based on a flat rate fee as set out on the GFD Film Library Advertised Non-Commercial rate card (which can be viewed at www.filmlibrary.ie). These rates are based on the audience size and number of screenings plus a minimum of €60.00 excl VAT per screening.

Outdoor Screenings (Commercial & Non-Commercial)

1. It is a requirement of the Single Title Screening Licence that if films are screened outdoors, for example: screenings on outdoor patios or terraces, gardens, marquee, outdoor sport facilities or car parks that you follow the Outdoor Events and Festivals application/booking process. Please contact GFD Film Library on info@filmlibrary.ie for further information.

Commercial Outdoor Screenings

Commercial Outdoor Screenings are defined as screenings where a charge is made to the audience.

1. Advertising of the screening to the public is permitted, either internally (e.g. posters inside the venue for the screening) or externally (e.g. advertisements in a local newspaper, newsletter or website).
2. Upon GFD Film Library's request, you must alter or remove any advertising.
3. You may charge a ticket price for the screening.
4. The Exhibitor/Licence Holder rate for these screenings are based on a minimum guarantee or 35% of total box office whichever is greater. The minimum guarantee rates can be found on www.filmlibrary.ie.
5. Once the screening date has passed, you are required to complete an online Box Office Returns Form within 7 days of the screening. Following completion of this form and subject to total screening revenues, GFD Film Library will calculate the overall cost of the screening based on 35% of the ticket sales. The licence fee payable is the higher of:
 - (a) The applicable minimum guarantee stated in the GFD Film Library Outdoor Commercial rate card; or
 - (b) 35% of all monies and other consideration received for audience admission less VAT.



Non-Commercial Outdoor Screenings

Non-commercial Outdoor Screenings are defined as screenings where no charge is made.

1. Non Commercial Outdoor screenings are charged at a flat rate as set out on the GFD Film Library Outdoor screening rate card (which can be viewed at www.filmlibrary.ie). These rates are based on the maximum screening venue capacity.
2. Advertising on websites which can be accessed by the general public is strictly prohibited, but advertising on a member's only website and/or intranet is permitted provided that access to the website is restricted by password. Upon GFD Film Library's request, you must alter or remove any advertising.
3. For Non-Commercial screenings with external advertising, please contact GFD Film Library as different terms and rates may apply.
4. Non-commercial rates are based on a flat rate fee as set out on the GFD Film Library Non-Commercial rate card (which can be viewed at www.filmlibrary.ie).

Venue Capacity

1. Means the number of people the structure can accommodate or in the case of an open no structure venue the number of people who can access the event. For Drive-ins this means the number of cars which can be accommodated on the site. This shall not include vans, coaches or buses. Calculations for fees are based on a nominal maximum of 4 people per car.

Advertising

Advertising materials include digital images including without limitation text, images, illustrations, photographs, designs, and logos and such advertising must be submitted to GFD Film Library for approval.

You may not without GFD Film Library's prior written permission:

- (a) Redistribute any of the advertising materials (including without limitation by using the materials as part of any library, archive or similar service);
- (b) Alter, edit, adapt or otherwise tamper with any advertising materials. You shall not remove or alter any copyright or other notice, burn-in warnings watermarks (whether visible or invisible), associated names, logos, trademarks or the like included in any advertising materials.
- (c) Use any advertising materials (or any characters, elements, storylines from the advertising materials for marketing purposes which are designed to parody, ridicule or satirise the advertising materials or the film.
- (d) Use the advertising materials in connection with any competition, contest, lottery, prize draw, quiz, trivia game, event, organisation (including, without limitation, an organisation's logo), product or service.
- (e) Use the advertising materials in any feature or article that is unconnected to or is not primarily focussed on the marketing of the film from which the advertising materials are taken.
- (f) Create a database in electronic or structured manual form by systematically downloading and storing all or any of the advertising materials.
- (g) Commercially exploit, sell or supply any advertising materials for money or money's worth or syndicate, loan, assign, dispose of or otherwise transfer any advertising materials to any other party.
- (h) Use advertising materials in any publication, website or micro site that is primarily devoted to or themed around the film (including supplements and special editions).
- (i) Use the advertising materials, or any elements thereof, to create new works of any kind or nature, including, without limitation, those which are derivative of the advertising materials.
- (j) Use logos of the studios that GFD Film Library represents.

Upon GFD Film Library's request, advertising materials must be destroyed or returned to GFD Film Library at no cost to GFD Film Library. If you are unclear you must contact GFD Film Library on info@filmlibrary.ie or +353 (0)1 456 9500.



THE APPLICATION PROCESS

Registration

To open a new account with GFD Film Library, you will need to register online by completing the online application form available on the GFD Film Library website. Any online payment will at all times be subject to the terms and conditions of our online payment processor. Your registration details (password and login details) will then be emailed to you. Please note you will need a Debit or Credit Card to use the online payment system. If you do not wish to pay via Debit or Credit Card, please see section marked 'Other'. To open a new account with GFD Film Library, you will need to register by completing an application form. You can complete the application form online & once completed print off the application form or go on the GFD Film Library website (www.filmlibrary.ie) and print a copy of the application form. You can send payment by cheque or a remittance note (if paying via BACS) to:

Single Title Screening Licence (STSL)
GFD Film Library
Unit 15A
Parkmore Industrial Estate
Long Mile Road
Dublin 12.

Account number: 82013912 Sort code: 90-13-78 BIC: BOFIE2D IBAN: IE23 BOFI 9013 7882 0139 12.

If for any reason you are unable to complete the online registration form, please contact GFD Film Library and we will send you a form via email.

Screening Deposit

Larger commercial STSL licenses for outdoor or drive in screenings will require a screening deposit. GFD Film Library require a booking deposit of the advised minimum guarantee per title payable in advance of your screening in order to secure your licence. This amount will be held until your commercial returns form has been returned us, this must be completed within 48 hours of the screening or the maximum capacity will be charged at 35%.

If your ticket return form shows that the royalties payable does not exceed the booking deposit there will be not further charges applicable for the screening. This deposit is required to secure royalties on behalf of the copyright holder, the studio with whom the titles are held.

A utility bill and proof of ID will also be required when setting up an account.

In order to allow event organisers to generate cash flow for their event through, a licence will be provisionally issued to them to allow advertising for their screening to take place so that online ticket sales can be made by their customers. The booking deposit will then be required to be paid, no later than, 3 days prior to the screening date.

Confirmation that your account is open

Once you have completed the online registration process and it has been approved by GFD Film Library, you will receive notification of your personal account reference number (for identification purposes) by email. Once you have received your reply email with the registration details (password and login details) after submittal of your online application and you have received your unique account reference number, your Single Title Screening Licence account is active and you are ready to book. Once you have completed the



Registration Form, and submitted it to GFD Film Library via post or email, and it has been approved by GFD Film Library, you will receive notification of your personal account reference number (for identification purposes) by email, post or email (whichever is applicable). Once you have received your unique account reference number your Single Title Screening Licence account is active, and you are ready to book.

Films covered by the Single Title Screening Licence

The Single Title Screening Licence covers all films included in our database. You can search our film database by visiting our website at www.filmlibrary.ie. Search for a film using the search facility or for a detailed search you can use the advanced search facility. However, if you are still unable to find the film you are requesting, please contact GFD Film Library at info@filmlibrary.ie and we will try our best to help you. GFD Film Library generally receives titles 3 to 4 months after cinema release on a "Special Non-Theatrical Edition" DVD format. Limited titles are available on these "Special Non-Theatrical Edition" DVDs in this pre-home entertainment window. These "Special Non-Theatrical Edition" DVDs can only be sourced from GFD Film Library. Other titles are available in-home entertainment window only and may be available on regular DVD and Blu-Ray. You can check cinema release dates by visiting www.launchingfilms.com. GFD Film Library also provides a "New Releases & Coming Soon" section on our website, where you will be able to find information on titles and when they will be available for booking. GFD Film Library will update the Single Title Screening Licence page of the website as soon as a film is released in cinemas in the Republic of Ireland. The status of some films may be "Coming Soon", with an approximate date as to when that title will be available for booking. For further information please contact GFD Film Library at info@gfdfilmlibrary.ie or bookings@filmlibrary.ie. Please note Film availability dates are at the sole discretion of the Copyright Owners and are subject to change from time to time.

Booking a Film

You can book a film via the login section on the website. GFD Film Library advises that you allow sufficient time to book prior to your screening date for approval and despatch of your film. Please Note: A booking made within 5 working days prior to your screening may incur a late booking charge. Films may be available on different formats; the online system will display the available formats for each title requested.

Formats may include: 16mm, DVD, Blu-Ray and Special NT Edition DVD. Please notify GFD Film Library on the booking form your format preference for each title requested, If your preferred format is not available GFD Film Library will contact you prior to your screening. For more details, please follow the online booking process. If you are unable to access the online booking system, you can submit a booking form by email or post, which should be sent to the following address:

Single Title Screening Licence (STSL),
GFD Film Library
Unit 15A Parkmore Industrial Estate, Long Mile Road, Dublin 12.
Email: bookings@filmlibrary.ie.

Confirmation of Booking (via Email)

Once your booking has been placed, it is then sent to GFD Film Library for approval. Once your booking has been approved you will receive a system generated "Confirmation of Booking" by email within 24 hours. Upon receipt of your email or post booking form, GFD Film Library will process your booking ready for approval. Once your booking has been approved you will receive a system generated "Confirmation of Booking" by post or email (whichever is applicable).

Changing/amending your booking or personal details

Please check that the details on your Confirmation are correct (i.e. film title, screening date, format, and despatch address). Using the



online booking system, you will be able to:

- (I) Amend your booking
- (II) Cancel a booking
- (III) Edit personal details such as address/contact details.

Please note: Any changes to a booking or cancellations must be done within the following allotted time frames as cancellation charges may apply:

GFD Film Library provided material – changes and/or cancellations need to be made before invoicing or despatch of materials whichever is sooner.

Please check the cancellation procedure below for more information.

Please check that the details on your Confirmation are correct (i.e. film title, screening date, format and despatch address). If you are unable to access the online system and you wish to make any changes to your personal details or address then you can request a 'Change of Address' form from GFD Film Library by contacting info@filmlibrary.ie or via the GFD Film Library address referred to earlier.

If you wish to make any changes to your booking or cancel a booking, please put your request in writing to info@filmlibrary.ie or via the GFD Film Library address referred to earlier.

Please note: Any changes to a booking or cancellations must be done within the following allotted time frames as cancellation charges may apply:

GFD Film Library provided material – changes and or cancellations need to be made before invoicing or despatch of materials whichever is sooner.

Please check the cancellation procedure below for more information.

Invoicing & Payment

The licence fee payable is calculated in accordance with the GFD Film Library Single Title Screening Rate Card. The current GFD Film Library Single Title Screening Rate Card is available at www.filmlibrary.ie

Invoicing and Payment

If your screening is a Non-Commercial (No Charge Internal Advertising) or Advertised Non-Commercial Screening (No Charge External Advertising Screening), you will be booking under GFD Film Library's flat rate pricing and an invoice will be generated automatically. Once you have placed your booking online then an invoice will be generated 5 days prior to your screening and must be paid not later than 72 hours in advance of screening date. If your screening is a Commercial Screening, then an invoice will only be generated once you have completed your Box Office returns form online, you will however be required to pay the minimum guarantee for all titles a minimum of 72 hours in advance of screening date, once your royalty report has been submitted within 48 hours of screening an invoice will be raised for the full licence fee applicable and you will be required to pay the invoice less your minimum guarantee (which you will have paid in advance).. Please note that the fee is subject to VAT. Payment can only be made once an invoice has been raised. You can pay an invoice online using a credit or debit card. Please see the Single Title Screening Licence terms and conditions for further details on credit/debit card payments online. If you do not pay an invoice by the invoice due date or if you have not inputted your Box Office returns form for a booking, your account may be placed "on hold". If your screening is a Non-Commercial (No Charge Internal Advertising) or Advertised Non-Commercial Screening (No Charge External Advertising Screening), you will be booking under GFD Film Library's flat rate pricing and an invoice will be generated automatically. Once your booking has been submitted to GFD Film Library and approved, an invoice will be generated 5 days prior to your screening date and sent out to you via post. The invoice is payable within 14 days of the invoice date. If your screening is a Commercial Screening, then an invoice will only be generated once you have completed and submitted a Box Office returns form to GFD Film Library either via post, or email. Please note that the fee is subject to VAT. Payment can only be made once an invoice has been raised. The invoice will include a tear-off slip at the bottom of the invoice. Please return the tear-off slip to GFD Film Library via post together with your cheque payment or BACS remittance note. If you do not pay an invoice by the invoice due date or if



GFD Film Library
movie licensing

you have not submitted your Box Office returns form for a booking, your account may be placed “on hold”. Upon GFD Film Library’s request you will be required to provide details of the screening, including the address of the premises.

What to do if a film is faulty

Once your film is booked, it should arrive between 1 to 4 days before the screening date. This is to allow you time to check the film in full for any faults before your screening. Having checked the film in full before your screening, if you notice a fault (that is not a result of the copy being a “Special Non-Theatrical Edition”), you will need to re-book a replacement copy immediately. Please contact GFD Film Library with a completed Faulty Film Form which can be found at www.filmlibrary.ie. GFD Film Library will then book a replacement copy of the film for you. If GFD Film Library is not notified of a faulty film in writing prior to the screening date, full flat fee or minimum guarantee charges will apply. “Special Non-Theatrical Edition” DVDs are defined as DVDs legitimately produced on behalf of the Copyright Owners from legitimate masters in studio appointed labs for use in the special early window or pre-home entertainment window. These DVDs may have compatibility issues on some high spec DVD players who may not recognise these “Special-Non-Theatrical Edition” discs. If this occurs please notify GFD Film Library via info@filmlibrary.ie with the make and model of the player. Either another player needs to be used to play these “Special Non-Theatrical DVDs” or the DVD needs to be replaced with a home entertainment DVD instead. Please note that we may not have the same title in a home entertainment DVD if booked in the pre-home entertainment window.

Endorsement and Production

Screenings of films under the Single Title Screening Licence cannot be used so as to create the impression that the film producer or distributor or the film’s talent including stars or cast have given any approval of or endorsement of any goods, services, organisations or events. On this basis, and by way of example, a screening cannot be used for the purpose of promoting or endorsing the services of the Single Title Screening Licence Holder. For further information on endorsement and or promotion please contact GFD Film Library on info@filmlibrary.ie.

Excluded Rights

The Single Title Screening Licence is not a licence to make copies of films or to distribute films in any way whatsoever other than under the terms of the Single Title Screening Licence, nor does it allow you to copy, alter, adapt or edit a film. Therefore, it is not possible under the Single Title Screening Licence to record a film from television. Please note also that the Single Title Screening Licence does not give you the right to perform any musical compositions embodied in the soundtrack of any film. You will need to check license requirements on www.imro.ie.

Delivery

Delivery / freight charges for screening materials delivered by GFD Film Library are €20.00 per copy, plus VAT, and will be delivered in the Republic of Ireland via An Post Special Delivery services to and from the delivery address provided to GFD Film Library. Please note that GFD Film Library must be able to track each individual DVD, Blu-Ray or 16mm both when being sent out to you and when it is being returned. We therefore require that each copy shipped to and from our warehouse has its own envelope and tracking number. All films should arrive 1 to 4 days before your screening date to the delivery address specified at the initial account registration stage. We at GFD Film Library are not liable for any cancellations that may occur due to a film not being delivered. If there is nobody present to receive the film at the delivery address, the full booking fee will apply.

Returns

At present, to comply with COVID-19 guidelines we are issuing new discs to each customer to prevent any cross contamination between sites these discs will not need to be returned to GFD and will be yours to keep.



Potential Late Charges

Late Booking Charge

If a booking is made within 4 working days prior to your screening, then you may be charged a €10.00 (excluding VAT) late booking fee per booking.

Late Film Return Charge

If the film is not returned to our warehouse by the date stated on the "Confirmation of Booking" then a late film return fee will be charged at licensed rate (excluding VAT) for each and every day the film is late.

Lost, Stolen or Damaged Charge

If you report a film lost, stolen or damaged then GFD Film Library will follow a procedure to report the film to the owning studio. A charge may apply at the discretion of the Copyright Owner or its representative.

Cancellation of Booking Charges & Procedure

You may cancel a booking prior to your screening date; however, the following rules will apply:

- (I) To cancel the booking of a Film Exhibitor must notify GFD Film Library via the relevant option in the online booking system or by written notice to GFD Film Library via email, or post. Cancellations may not be made by telephone.
- (II) Exhibitor may cancel the booking of a Film, without incurring any cancellation fees, by notifying GFD Film Library at least five (5) working days prior to the play date of such Film as stated in the Confirmation.
- (III) Where Exhibitor cancels the booking of a Film for either a Commercial Screening or Non-Commercial Screening by notifying GFD Film Library after the Cancellation Date, Exhibitor shall be liable to pay to GFD Film Library a cancellation charge.

General

Please note that these guidelines, the terms and conditions and the pricing may change from time to time at GFD Film Library's discretion. Please check www.filmlibrary.ie or contact GFD Film Library directly for the latest version. GFD Film Library's opening hours are 9 a.m. to 5.30 p.m. Monday to Friday. For questions or queries regarding a booking please contact us on +353 (0)1 456 9500, email at Info@filmlibrary.ie.

Questions

Any questions should be directed to Single Title Screening Licence, c/o GFD Film Library, Unit 15A Parkmore Industrial Estate, Long Mile Road, Dublin 12. Telephone: +353 (0)1 456 9500.

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