



Audio & Video Rental Application

To obtain Invoice, please print out, fill out and sign *one* Rental Application for *each* work requested in *each* venue. Example: to request one work to be screened in two traveling venues, fill out two Applications containing the same title information in lines 1-3 and 5, and different dates and venue information in lines 4 and 6-14. Traveling exhibitions must pay all fees for all venues in advance of shipment of the work to the first venue. E-mail a PDF scan of the completed Application(s) back to the Adrian Piper Research Archive Foundation (APRA) at registrar@adrianpiper.com.

1. TITLE OF WORK REQUESTED:	
2. MEDIUM OF WORK REQUESTED:	
3. SCREENING PURPOSE [NAME OF EXHIBITION IF APPLICABLE]:	
4. SCREENING DATES REQUESTED:	
5. SCREENING INSTALLATION [E.G. PROJECTION/VIDEO MONITOR, DEDICATED SPACE/SHARED SPACE, ETC.]:	
6. RENTING VENUE NAME:	
7. VENUE STREET ADDRESS:	
8. CITY, STATE, POSTAL CODE:	
9. COUNTRY:	
10. RENTING VENUE CONTACT REPRESENTATIVE: [normally the person filling out this application]	
11. RENTING VENUE TELEPHONE NR.:	
12. RENTING VENUE FAX NR.:	
13. RENTING VENUE E-MAIL ADDRESS:	
14. RENTING VENUE VAT NR.:	

TERMS

(1) Individual Video Works or Installation Components: Available in DVD format only. Rental fee not including VAT: £500.00/screening or exhibition venue + £300.00 refundable deposit (see (3), below) payable in advance to the Adrian Piper Research Archive Foundation. Work shipped upon receipt of fee. Shipping charges deducted from deposit. Deposit balance refunded upon return receipt of work.

(2) Individual Audio Works or Installation Components: Available in CD format only. Rental fee not including VAT: £300.00/screening or exhibition venue + £300.00 refundable deposit (see (3), below) payable in advance to the Adrian Piper Research Archive Foundation. Work shipped upon receipt of fee. Shipping charges deducted from deposit. Deposit balance refunded upon return receipt of work.

(3) Refundable Deposit: Due to increased courier shipping charges and the possibility of unexpected customs duties, APRA now charges a refundable deposit flat fee of £300.00 for all disks rentals, both DVD and CD formats.

(4) Foreign Language Subtitled DVD Dubs: Each venue-created dub adds an additional £100.00 to the refundable deposit flat fee. The venue certifies in a formal letter to APRA that it intends to create ____ [fill in number] dubs in _____ [fill in language] for the Screening Purpose described in Field 3. above, and that all of these will be returned to APRA along with the original disk.

(5) Rental Restrictions and Prohibitions: Renting venue is prohibited from making further duplicates of this work; from using it for any purpose beyond that specified in writing above, including broadcast or streaming; and from retaining work for more than two weeks after the formal end date of the exhibition as specified in writing above.

(6) Liability Notice: Experienced screening venues are of course aware that international bank transfers can take over a week; that any international express shipment can be detained in customs indefinitely; and that incompatibilities may exist between certain DVDs and certain equipment. So as to avoid unforeseen and uncontrollable delays caused by banking, shipping, or equipment problems, APRA strongly recommends the following measures: (a) Renting Venue should arrange to *have funds received by APRA as soon as possible and in any case no later than one month in advance of exhibition date.* (b) If Renting Venue does not receive, *within 72 hours*, notification from the APRA of funds received, Renting Venue should *immediately* instruct its bank to trace these funds. (c) Renting Venue should schedule receipt of DVDs early enough to test (or if necessary replace) equipment. The Adrian Piper Research Archive Foundation is not liable for any delays resulting from failure to follow these recommendations.

(7) Contractual Agreement: Renting venue agrees to each and all of these terms through the following signature of the Renting Venue Contact Representative named above:

[Signature of Renting Venue Contact Representative]

Date

www.adrianpiper.com.shtml
contact@adrianpiper.com
+44 (0)131 285-2790
Suite 123
12 South Bridge
Edinburgh EH1 1DD
Scotland
United Kingdom

All proceeds from the sale, rental, exhibition, publication or production of work by Adrian Piper support the Adrian Piper Research Archive Foundation, aka APRA, a Scottish Charitable Incorporated Organization (SCIO) regulated by the Scottish Charity Regulator (OSCR) and established for the benefit of those students, scholars, curators, collectors, writers, and members of the general public who have a constructive curiosity or scholarly or professional interest in Piper's work in art or philosophy. APRA aims to advance multidisciplinary creative inquiry and education in the arts and sciences by funding research that exemplifies, models, analyzes and/or theorizes the multidisciplinary expressions of the self that are encouraged by globalization and cross-cultural journeying.

Registered Charity #SC052211
HMRC Company #006059
VAT #440510638
Weatherbys Bank Ltd.
Sanders Road
Wellingborough NN8 4BX
Northamptonshire
United Kingdom

USD_IBAN: GB04 WBYS 6093 0340 0081 33
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GBP_IBAN: GB97 WBYS 6093 0314 0533 33
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