
The Cube Wodonga Big Screen - booking and agreement form

- Please allow at least four weeks for the approval process and media schedule confirmation.
- All media for display on The Cube Wodonga Big Screen must comply with The Cube Wodonga Screen Content and Usage Guidelines (available online at thecubewodonga.com.au)

Contact details:

Contact name:

Date of application:

Business/organisation:

Address:

Suburb:

Post code:

Phone:

Mobile:

Email:

Are you a not for profit organisation/charity/community group

Yes

No

Media details: *If supplying multiple pieces of media, please attach details separately.*

Media title:

Agency/director/artist:

Running time:

Format to be provided (please tick):

SD mp4
(preferred)

SD mp2

Other (for
example, DVD)

Sound:

Stereo

Silent

Other

Aspect ratio:

4:3

16:9

Other

Media description/synopsis: *Approximately 60 words (PLEASE NOTE: This may be included in a listing that appears on thecubewodonga.com.au)*

Rating: *(content must be equivalent to G rating)*

Formats/resolution:

1. All screens are standard definition resolution.
2. For slides, please provide 16:9 landscape images, 1280 x 720 pixels (72 dpi) TIFF or JPEG.
3. For video, please supply a standard playable DVD, PAL format (single title, no chapters), and either a standard definition, Quicktime .MOV (dvd PAL) or MPEG2 program stream, 16:9 aspect ratio preferred.
4. If provided in 4:3 aspect ratio, content will present on screen pillar boxed, with black bands either side.
5. If content is a collection of shorter works, audio must be leveled across all individual pieces – media will not be independently leveled on a piece by piece basis.
6. Please allow a title/action safe zone of five per cent in both dimensions (vertical and horizontal) for all content.

Media agreement/licence:

I _____ (insert client name)

of _____ (insert organisation/business)

- Give consent for the media described herein to be screened as indicated and acknowledge that this content is intended for display in a public space, is equivalent to a G rating and complies with *The Cube Wodonga Big Screen Content and Usage Guidelines*.
- Agree to indemnify and to keep indemnified Wodonga City Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising from the hirer's performance or purported performance of its obligations under this agreement, and be directly related to the negligent acts, errors or omission of the hirer. The hirer's liability to indemnify Wodonga City Council shall be reduced proportionally to the extent that any act or omission of Wodonga City Council, its servants or agents, contributed to the loss or liability.
- Have all the permissions, rights or licences required by law to publicly exhibit this content/performance.
- Understand that The Cube Wodonga reserves the right to reject material that is deemed unacceptable or inappropriate for public exhibition in terms of quality, format type or content.
- Understand The Cube Wodonga will not be held responsible for the safety of content provided to The Cube Wodonga for display.
- Have read and understood *The Cube Wodonga Big Screen Content and Usage Guidelines*.

Contact name:

Authorised signature:

Date:

Submit form

Check all details are complete, and return your complete booking and agreement form to the team leader The Cube Wodonga at the address below.

Enquiries:

(02) 6022 9311 or thecube@wodonga.vic.gov.au

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Post:

Box office,
The Cube Wodonga,
PO Box 923,
Wodonga,
VIC 3689

Office use only:

Job title:

Job number:

Media received:

Media reviewed:

Review description:

Recommendation:

Dates and scheduling availability

Start date:

End date:

Start date:

End date:

Comments:

Approved by:

Date:

Screening dates confirmed:

Contacted by:

Date:

Personal and/or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and/or health information will be used solely by the council for these purposes and/or directly related purposes. The council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and/or health information provided is for the above purpose and that he or she may apply to the council for access to and/or amendment of the information. Requests for access and or correction should be made to the council's privacy officer.