

Effective August 1st, 2005

Wilshire Screening Room:

Booking, Cancellation, Hold & Payment Policy –

Evening screenings

- Cancellation requires full payment, unless the time is re-booked.

Daytime screenings

- May be cancelled without penalty, unless any one of the following occurs:
 - Someone else asks about the time.
 - I turn down work elsewhere.
 - A projectionist is hired to work the screening.

Payment required in advance:

- Cash
- Check made out to: Screening Services Group
- Credit Card (3% additional)
 - A Credit Card Authorization Form may be downloaded at www.StudioScreenings.com.

Payment amount:

- Will be for the time booked, plus time used.

Holds:

- A Hold: has a title attached
- A Soft Hold: does not have a title assigned (only available to large clients)
 - There is no charge to place a time slot on Hold. The length of time that a time slot may remain on Hold will depend on the client, day of the week, time of day, length of time till the screening.
- A Hold or Soft Hold may be challenged at any time. If you are prepared to Confirm the time, the person or firm having the Hold or Soft Hold will be given the opportunity to either Book or Release the slot. The amount of time that they have to make their decision will be based on the specific circumstances of the situation.

Credit may be granted to select customers:

- Payment to be made based upon stated terms. Late penalties will be charged for late payments.
- Small clients will be required to complete a Guarantee Form, which includes a Credit Card Authorization Form. Late fees will be added and the entire balance will be charged to the credit card supplied, if not paid by the time agreed.
 - A Guarantee Form may be downloaded at: www.StudioScreenings.com.