



# CONTRIBUTOR CONSENT FORM

[www.leedsbigscreen.com/submit](http://www.leedsbigscreen.com/submit)  
[hello@leedsbigscreen.com](mailto:hello@leedsbigscreen.com)

# LEEDS BIG SCREEN: CONTRIBUTOR CONSENT FORM

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Title of submission: \_\_\_\_\_

Contributor name: \_\_\_\_\_

Contributor role: \_\_\_\_\_

Contributor address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Other creators (producer, artist), if any: \_\_\_\_\_

Film length and content: \_\_\_\_\_

Please specify if this content is time bound. \_\_\_\_\_

Date and time to start broadcast: \_\_\_\_\_

Date and time to end broadcast: \_\_\_\_\_

Thank you for contributing your work to the Big Screen. This form gives the Big Screen the right to exhibit your work solely upon the Big Screen and the website. This does not prevent you from screening the work elsewhere.

- By submitting your content, you agree to licence your content to the Leeds Big Screen and to the Leeds Big Screen website via the live-streaming media player and, subsequently, on the catch-up media player. (Please specify if a specific time period is required.)
- The contributor must have all permissions and relevant licences in place before submitting. This includes all music you did not make yourself, parts of films and videos (whether it be news, documentaries, online material, sitcoms etc.) recordings of performances, excerpts from books, sources from other people or organisations and photographs. The Leeds Big Screen will not be liable for any third party claims. This list is not comprehensive.
- The contributor will not infringe the copyright, or similar rights, of any third party.
- If the work includes a soundtrack, you must obtain clearance from PPL and PRS and pay the associated fees for its use. Details on how to do this are available can be found at PRS for Music, telephone: 0207 580 5544 or log on to [www.prsformusic.com/creators/memberresources/mcpsroyalties/pages/mcps.aspx](http://www.prsformusic.com/creators/memberresources/mcpsroyalties/pages/mcps.aspx)

PPL, telephone 020 7534 1103 or log on to [www.ppluk.com](http://www.ppluk.com)

NB. It is the responsibility of the content provider to ensure and declare that the required permissions and licences are in place. The content provider must be aware that they may be requested to provide evidence on request that the required permissions and licences are in place.

- Any under 18 featured must have written parental/guardian consent to appear within the film and on the Leeds Big Screen. You may be asked to provide proof of consent at any time.
- Other persons (non-minors) featured must also have given express consent and permission to the contributor to use their image in the content.

- In a public place, the audience cannot turn the screen off so we must be sensitive to the fact that people of any age group or disposition could be watching. Where content includes elements of sex, violence, antisocial behaviour, drug use or subversion, the screen manager will refer to the Big Screen editorial guidelines to make decisions on appropriate material for broadcast. The editorial guidelines printed in this document can also be found on our website [www.leedsbigscreen.com](http://www.leedsbigscreen.com) and offer content providers guidance in relation to public space broadcasting.
- Overt product placement is not allowed. However, we can permit sponsorship logos on slides or at the start and end of videos. Content cannot serve any commercial purpose unless otherwise agreed in advance with the Big Screen partnership.
- You agree that your contributions will not bring Leeds Big Screen into disrepute.
- Your content is submitted on a non-commercial basis and free from royalties.
- Do not submit the only copy of your work. Due to the high volume of material received, submissions cannot be returned.
- If you agree with the terms set out above, please sign the form below and return it by post with the DVD or pen drive (or any other digital storage device which does not require returning) containing the content. You should keep a copy for your own records. If you are unsure of the meaning of any of the conditions set out above, contact [hello@leedsbigscreen.com](mailto:hello@leedsbigscreen.com)

**I have read the Screen Guidelines fully. I understand my responsibility as a contributor and agree to the above terms and conditions. I understand if my submitted content is found to be in breach of the guidelines, it will be excluded.**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

*Please note, content to be considered for the screen must be sent to us at least two weeks before the suggested schedule date. The more notice we have, particularly for events and advertising campaigns, the better.*

By completing and submitting this form you are consenting to Leeds Beckett processing your data for the purpose of delivering the Leeds Big Screen project. This data will only be shared with Leeds City Council. Your data will not be passed on to any other third party.

This Agreement shall be interpreted in accordance with English law and, in the event of any dispute, the Courts of England and Wales will have jurisdiction.

Under the **Freedom of Information Act 2000**, anyone has the right to request information from a public authority in the UK. More information can be found at Leeds Beckett University website and Leeds City Council website.

[www.leedsbeckett.ac.uk/public-information/freedom-of-information](http://www.leedsbeckett.ac.uk/public-information/freedom-of-information)

[www.leeds.gov.uk/opendata/Pages/Freedom-of-Information-Act-2000.aspx](http://www.leeds.gov.uk/opendata/Pages/Freedom-of-Information-Act-2000.aspx)