



## REQUEST FOR LICENCE FORM

REQUESTED BY: \_\_\_\_\_  
(name of user of copyright)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(Phone) (Email)

### ARTIST NAME(S):

\_\_\_\_\_

\_\_\_\_\_  
Attach list if necessary

Please complete all portions that are relevant to your project

### TEMPORARY EXHIBITION

TITLE OF EXHIBITION: \_\_\_\_\_

DATES OF OPENING & CLOSING: \_\_\_\_\_

- Solo exhibition
- Group exhibition (attach list of participating artists)
- Touring exhibition (provide list of venues, dates)

### LIST OF WORKS

Attach a list of Works to be exhibited--include title, creation date, medium, & dimensions of each Work.

### PERMANENT COLLECTION EXHIBITION

TITLE OF WORK: \_\_\_\_\_

COLLECTION ACCESSION #: \_\_\_\_\_

Attach brief description, medium, creation date, and dimensions of the Work. Licences are usually for a 10-year duration. Any reproductions require appropriate licensing. Any exhibitions outside of the registered location (listed above) require temporary exhibition licensing.

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**Please forward along  
with any other pertinent  
information to:**

Canadian Artists  
Representation Copyright  
Collective Inc (CARCC)

109A Fourth Avenue,  
Ottawa, ON K1S 2L3;

T 613 232 3818;  
F 613 232 8384;  
Toll free 866 502 2722;

email carcc@carcc.ca  
website www.carcc.ca.

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website [www.carcc.ca](http://www.carcc.ca).

## PERFORMANCE ART

TITLE & LENGTH OF PERFORMANCE WORK:

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NUMBER & DATES OF PRESENTATIONS:

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VENUE(S) OF PERFORMANCE:

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- Solo Performance
- Group of performances: provide names of participating artists
- Performance Work will appear in a Group Show with other visual art mediums (provide details under Temporary Exhibition section)

Provide details regarding materials provided by the venue.

## VIDEO/FILM ART

TITLE & LENGTH OF WORK:

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NUMBER & DATES OF SCREENINGS:

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VENUE OF SCREENINGS:

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- Solo Exhibition
- Group Exhibition: provide names of participating artists
- Film or Video Work will appear in a Group Show with other visual art disciplines or mediums --provide details under Temporary Exhibition section

Provide details regarding the equipment provided by the venue.

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## REPRODUCTIONS (attach list if necessary)

TITLE, \_\_\_\_\_

DATE, SIZE, MEDIUM OF WORK: \_\_\_\_\_

DIMENSIONS OF REPRODUCTION: \_\_\_\_\_

- product will not be for sale  
 product will be for sale: projected price per unit \_\_\_\_\_  
 For exhibition promotion (attach list of intended publications)

Other reproduction:

- |   |   |
|---|---|
| <input type="radio"/> slides                    | <input type="radio"/> catalogue                   |
| <input type="radio"/> book                      | <input type="radio"/> magazine                    |
| <input type="radio"/> poster                    | <input type="radio"/> postcard                    |
| <input type="radio"/> brochure                  | <input type="radio"/> newsletter/bulletin         |
| <input type="radio"/> newspaper                 | <input type="radio"/> television (attach details) |
| <input type="radio"/> internet (attach details) | <input type="radio"/> CD ROM                      |
| <input type="radio"/> packaging                 | <input type="radio"/> other: specify _____        |

- image will appear on the publication cover  
 advertising (for party other than artist or exhibition)

Title and nature of publication: \_\_\_\_\_

Print / production run: \_\_\_\_\_

Internet site address & details: \_\_\_\_\_

Other products: provide details: \_\_\_\_\_

If reproduction is linked to any cause or implies endorsement of a product or service, please attach explanation. If the reproduction is a detail or is cropped, over-printed, or bled, provide details. It is understood that any photographic or videotaped documentation of an exhibition remains under the copyright protection of the creator of the original work.

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## USE OF WORK IN FILM, VIDEO, TELEVISION, MULTI-MEDIA & THEATRE PRODUCTIONS

Provide details on the length of time Works will appear and the role of the Work in the production. Describe provisions for honouring the Artist's moral/paternity rights (identifying the artist with the Work).

## DIGITAL REPRODUCTION & INTERNET PUBLICATION

Provide description of the use including the role of the Work in the site, the dpi at which the work will be stored and be posted, copyright notices currently on the site, etc.

## OTHER PROFESSIONAL FEES (Please describe your needs)

- Artist talks or presentations
- Shipping & Insurance provisions

## ACKNOWLEDGEMENT

Licences stipulate that licensing be acknowledged by the following:  
*Licensed by CARCC.*

## FEE SCHEDULE

To assist in estimating the cost of the uses specified in this request, please refer to the current CARFAC Minimum Fee Schedule ([www.carcc.ca](http://www.carcc.ca)) or contact CARCC.

SIGNED: \_\_\_\_\_  
(signature of party seeking the licence)

NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_