



## **Film Festival Request Form**

Criteria that must be met for consideration by Regal Cinemas:

- 1) Festival request must be submitted at least Three (3) months in advance.
- 2) Festivals must provide a copy of their Certificate of Insurance  
(*\$1 million liability limit – naming REG as Additional Insured*)
- 3) Sponsorship value will be taken into account by the Festival Committee when determining rental rates
- 4) Non-profit Festivals must provide current proof of 501(c)(3) status
- 5) Festival must sell their own tickets and are responsible for all cash control and security of that money
- 6) Festival will manage all ticket & crowd control and door staff to insure no over seating in auditoriums of use
- 7) Festival will provide DCP content for playback through our digital cinema projection system OR Festival will be responsible for operation of any equipment necessary for playback of non-DCP presentations
- 8) Festival will provide qualified house manager to coordinate festival staffing and liaison with our local management staff

By Submitting the Film Festival Request Form, you agree with the above requirements. All applicable criteria must be met before we will consider any proposal.

Send the completed Festival Information Form and all applicable forms to:

[FilmFestivalRequest@regalcinemas.com](mailto:FilmFestivalRequest@regalcinemas.com)

OR

Film Festival Request  
Regal Corporate Headquarters  
101 E. Blount Ave.  
Knoxville, TN 37920

Thank you for your interest in Regal Cinemas!