

To: **[Insert details of lab/tapehouse – full legal name of entitiy]**

Date

Dear Sir / Madam,

**RE: [Title of Film]**

Filmfest Ltd trading as Melbourne International Film Festival(“MIFF) has entered into a production and investment agreement dated on or about the date of this letter (the “Agreement”) with **[name of Producer and/or Production Company]** (the “Producer” and/or the Production Company) related to the production of the cinematographic documentary film provisionally entitled **“Title of Film”** (the “Film”).

A condition of the Agreement is that the Producer must use a post-production facility approved by MIFF for processing the data recorded in connection with the Film.

MIFF is prepared to approve your company as the digital post-production facility to process the data in connection with the Film on the conditions that you:

1. process the data in accordance with first class technical standards;
2. properly store and hold in safe custody all data and other master materials relating to the Film (collectively the “master materials”) that it receives until completion of post production and creation and delivery of the masters;
3. deal with all master materials in accordance with the directions of the Producer but if MIFF at any time requires access to the master materials during the timeframe set out in (b) in accordance with the Agreement, comply with the directions of MIFF;
4. agree that you shall only have recourse against the Producer (or the Production Company if applicable) for fees in connection with the Film; and
5. agree that you shall not have any lien over the master materials or any right of set-off against MIFF in respect of the master materials.

Data in this instance means the information stored on tapes (analogue or digital), hard drives, computer discs or any other device used to record the audio and or visual elements of the Film.

Your acceptance of the terms set out in this letter binds you to those terms from the date of acceptance.

Yours faithfully

MIFF Premiere Fund

In consideration of MIFF approving [Name of tapehouse]

 as the post-production facility to process the data recorded in connection with the Film, [Name of tapehouse] accepts the terms contained in this letter.

Signed for and on behalf of

…………………………………

Authorised Officer

Date: