



THE BFFS NATIONAL BLOCK BOOKING SCHEME ~ AN OVERVIEW ~

1. What is the BFFS National Block Booking Scheme?

Simply put, block booking refers to an agreement the BFFS has negotiated with film distributors that allows BFFS Members/Associates to hire films on DVD via the BFFS. By signing up to the scheme BFFS Members/Associates are able to choose films from a list of titles, to hire films for a reasonable fee and to minimise the hassles of booking. The BFFS National Block Booking Scheme provides a service that is economical, easy to use, reliable and efficient. It is run from the BFFS central office in Sheffield. The success of the scheme relies on each DVD being passed efficiently along a chain of organisations who have booked it.

2. What films are available on the scheme?

Please refer to the Block Booking Catalogue. The list of available films may be added to at any time during the operating year as titles become available, updates will be sent via NewsReel, the newsletter of BFFS. If you would like to be added to the NewsReel distribution list please email info@bffs.org.uk.

3. Can my film society/community cinema join the scheme?

YES - if your organisation is a Member or Associate of BFFS

NO - if your organisation is an Affiliate of BFFS

The scheme is partially supported by subscriptions therefore is open to Members and Associates only. For details of how to become a Member or Associate of BFFS please visit <http://www.bffs.org.uk/Content/membership/member-joining.html> or contact the BFFS Central Office.

4. How do I join the scheme?

Download the terms and conditions and letter of agreement from the BFFS website or e-mail BFFS. Read the terms and conditions carefully and return a signed copy of the agreement letter along with supporting documents to **BFFS, Unit 315, The Workstation, 15 Paternoster Row, Sheffield, S1 2BX.**

Once we have received the signed agreement letter and supporting documents you will be sent an e-mail within 5 working days either confirming that you have been accepted onto the scheme, or asking for provision of further supporting documentation.

You will *not* be able to hire films until you have been accepted onto the scheme.



Communications

You will be asked to nominate a block booking contact person to represent your organisation. This person will receive all block booking communications from the BFFS [Central Office] and will be sent the DVDs. This person will be asked to provide their contact details including a day-time phone number and a valid e-mail address, e-mail will be the primary mode of communication to keep the scheme as cost-effective as possible for the benefit of all participants.

You *must* tell BFFS immediately if you change the nominated contact person for your organisation.

5. How do I book a film?

- All bookings must be submitted using the official booking form.
- Bookings will be accepted via e-mail or post, phone bookings will not be taken except by prior arrangement in exceptional circumstances.
- Bookings will be made on a first come, first served basis, so you are advised to book as far in advance as possible.
- The BFFS will do its best to accommodate your requirements. However, we cannot guarantee that a film will be available on a specific date, so you are advised to provide more than one screening date per film.
- All bookings must be made a minimum of 14 days in advance of a screening. Late bookings, within 14 days of a screening, will incur an additional surcharge of £5.
- Within 5 working days of receipt of the booking you will receive e-mail confirmation. The e-mail will contain a unique reference number for each film you have booked. Please ensure you quote the correct reference number in any future communications.

Cancellations

Once a booking has been confirmed and the film has been dispatched it is possible to cancel the booking and no cancellation fee will be charged. However, because of the way the scheme is administered the DVD will still be delivered to you and you will still be responsible for onward postage to the next organisation in the booking chain and the consequent cost incurred.

6. When will I receive the film?

- Films will be dispatched by the BFFS or by the preceding organisation in the booking chain. DVDs are sent via Royal Mail First Class Recorded Delivery or Special Delivery four working days prior to your screening.



7. What will I receive with the film?

- A list of all the scheduled screenings for the DVD including a list of addresses for all subsequent screenings. This is the booking chain for this copy of the DVD.
- A reminder of the key features of the scheme

8. What do I do when I receive the film?

On receipt of the DVD you are advised to check it in case it is damaged. Any quality issues must be reported immediately to BFFS to allow for the provision of a replacement copy. Ensure that when you contact BFFS you provide the film title and booking reference number for the faulty DVD.

9. Are there any restrictions on how I publicise my screening?

NO - You may freely publicise screenings of films booked within the BFFS Block Booking Scheme.

10. Are there any restrictions on how I screen the film?

The fee covers a *single* screening of the DVD supplied.

If you would like to arrange more than one screening of the DVD please indicate this on your booking form. Note that there will be an additional charge for this.

You may screen the film to your members, guests and the public.

You may take money at the door or accept payment in advance of a screening.

You *must* only screen the film indoors.

You must *not* copy or in any way make a recording of the DVD.

You must *not* screen the DVD more than once, unless you have booked a multiple screening.

You *must* screen from the copy of the DVD that has been provided by BFFS.

11. What happens following a screening?

FIRST - check the schedule enclosed with your copy of the film. This will indicate your place in the booking chain and show which organisation should receive the DVD next.

THEN – the day after your screening post the DVD to the next organisation in the chain. Do *not* return the DVD to BFFS unless directed to do so.



It is your responsibility to ensure that you send the DVD on to the next organisation in the chain – please ensure you are prompt and efficient in arranging this. Block booking only works on a co-operative basis, so the success of the next screening will depend on you! If you don't send on the DVD the day after you have shown it we may exclude you from the block booking scheme.

Postage

You *must* send the DVD to the next recipient in the chain using the Royal Mail (or equivalent*) First Class Recorded Delivery or Special Delivery and the DVD case and padded envelope provided by BFFS. Note that you must send the DVD from a Post Office and that a signature is required on receipt.

* Equivalent means that the service must deliver the next day and requires signature on receipt.

12. Am I required to submit a return to BFFS following a screening?

A simple and easy to complete form is provided with the DVD. Please use this form to tell us the number of people who attended the screening and give us information on audience reactions. You can return the form to BFFS by post or email.

We will use this information when working with distributors and other organisations on your behalf.

13. How much does it cost?

There is no charge to join the scheme. However, you do have to be a Member or Associate of BFFS.

The cost for each individual booking is set at a flat rate of £80.00 in addition to this you will be responsible for the cost of onward postage.

The French Collection titles are available at a flat rate of £25.00 in addition to this you will be responsible for the cost of onward postage.

If you would like to arrange a second screening of the same film on the same day, for example because your venue is very small, please contact the BFFS Central Office to discuss this.

14. When do I pay for my screening?

You will be invoiced for any screenings within 30 days of the date of your screening. Please note that terms are strictly **14** days. Late payments will incur a surcharge of £5 and may result in exclusion from the scheme.

15. What happens if..?



15.1 I have not received a confirmation of my booking (within the advised timeframe)?

Do *not* assume that your booking was successful. Contact BFFS for further advice.

15.2 The DVD is faulty/damaged?

If you have pre-checked the DVD and found it to be damaged report this immediately to BFFS to allow for the provision of a replacement copy. Please give the BFFS at least 2 days' notice to arrange this. Please ensure that when you contact BFFS you provide the film title and the booking reference number for the DVD.

15.3 The DVD does not arrive?

The DVD should arrive a minimum of 3 working days prior to your screening date. In the unlikely event that a film has not arrived 2 working days prior to your screening date you should contact BFFS immediately phone 0114 2210314 or e-mail info@bffs.org.uk flagged high importance.

The BFFS will arrange for immediate dispatch of a replacement copy, or for an alternative arrangement to be made. Please give the BFFS at least 2 days' notice to arrange this.

15.4 The DVD is lost in the post?

In the event that the DVD goes missing in the post the proof of postage you obtain will allow you to submit an insurance claim. If there is no proof of postage your organisation will be directly liable for replacing the DVD and may be excluded from the BFFS Block Booking scheme.

15.5 The DVD is lost/stolen/damaged while in my care up to the point of postage?

You are liable for the cost of replacement.