



THE BFFS NATIONAL BLOCK BOOKING SCHEME ~ TERMS & CONDITIONS ~

Participation

The BFFS National Block Booking Scheme is governed by the rules and regulations set out in this document. Any previous or existing BFFS *Regional* Block Booking Scheme is governed by its own set of rules and regulations. To participate in the BFFS National Scheme you must agree to abide by the terms and conditions set out in *this* document.

1. The terms and conditions set out in this document *only* apply to the films available as part of the BFFS National Block Booking Scheme. An up-to-date list is available on the BFFS website or on request.
2. The BFFS National Block Booking Scheme is *only* open to organisations that are Members or Associates of BFFS in 2008.

If your film society/community cinema was a member of BFFS in 2007 but has not rejoined BFFS in 2008 you will *not* be eligible to participate. For details of how to join BFFS in 2008 please visit <http://www.bffs.org.uk/Content/membership/member-joining.html> or contact the BFFS Central Office.

3. To participate in the BFFS National Block Booking Scheme you *must*:
 - Provide a signed copy of the agreement letter.
 - Provide the supporting material requested.
 - Nominate a block booking *contact person* for your organisation.
 - Inform the BFFS *immediately* if the nominated contact person changes.

BFFS will inform you when your organisation has been accepted onto the scheme. You will *not* be able to hire films until you have been accepted onto the scheme.

4. The nominated contact person is responsible for:
 - Providing BFFS with up-to-date contact details including day-time phone number and e-mail address
 - Ensuring the receipt/dispatch of DVDs via the agreed route
 - Ensuring that invoices are paid promptly
5. To book a film on the BFFS National Block Booking Scheme you *must*:



Bookings

- Complete the official booking form.
- Submit film booking/s via e-mail or post, phone bookings will not be taken except by prior arrangement and in exceptional circumstances.
- Submit film booking/s 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.
- Inform BFFS immediately if you wish to cancel a film booking. There is no charge for a cancellation, however, you will still receive the DVD and are responsible for sending it onwards and for the consequent postage charge.

Dispatch

- Dispatch the DVD using the packaging materials provided by BFFS.
- Dispatch the DVD the day after your film screening.
- Dispatch the DVD using Royal Mail First Class Recorded Delivery or Special Next Day Delivery (or equivalent).

6. To screen a film from the BFFS National Block Booking Scheme you *must* agree to the following:

Screening

- The fee covers a *single* screening of the DVD supplied.
- You must *not* screen the DVD more than once, unless you have booked a multiple screening.
- 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* screen from the copy of the DVD that has been provided by BFFS.

ANY VIOLATION OF THESE TERMS AND CONDITIONS WILL RESULT IN IMMEDIATE EXCLUSION FROM THE BLOCK BOOKING SCHEME AND MAY RESULT IN THE BFFS AND/OR FILM DISTRIBUTOR TAKING LEGAL ACTION.