

Agreement with FILMCLUB

Thank you for joining FILMCLUB. We have put this agreement together to ensure that your film club works as effectively as possible.

FILMCLUB will:

- provide DVDs through its distribution partner LOVEFiLM. These will be delivered from your film list on the FILMCLUB website as they become available to the named leader at the club's address in this agreement. The club will be able to hold up to three films at any one time and please note that prompt return of films will speed up delivery of the next films. Although LOVEFiLM are responsible for getting the DVDs to you, let us know if you're experiencing any problems and we'll do our best to help,
- provide a dynamic website to help club leaders select and order films in an informed way and act as a tool for engaging pupils with film including opportunities to review films.
- provide support for your film club, to help with any issues using the website, generating interest in the club, offering suggestions on sessions and film choices, via email and telephone.
- provide a starter pack of flyers, posters and membership cards to help promote your film club and encourage attendance

You will:

- ensure that your club holds or has obtained a valid PVS Licence – please provide details below:

Do you currently have a PVS Licence? YES / NO

If **yes**, Licence number Expiry Date

If **no**, by signing this agreement you warrant to obtain a PVS Licence in a timely fashion to ensure that you are legally licenced to screen films in school

Did you have a PVS Licence last year? YES / NO

It is your responsibility to adhere to the Terms and Conditions of the PVSL

- take part in an induction with FILMCLUB regarding the use of the website and the services provided by FILMCLUB. This session will cover how to order films, use the website, promote your club, prepare for screenings, register pupils, help them write reviews, guide discussion, develop learning opportunities etc.
- establish and maintain a film club to screen films once a week to all children that would like to attend
- find a hall or classroom/s that can be held for weekly screenings where the equipment can be used and that can be darkened and made comfortable
- have viewing equipment set up and ready for use at all screenings including DVD player or laptop, projector, good quality speakers (i.e. no distortion) and screen or interactive whiteboard
- Introduce each film and encourage discussion and debate afterwards (where timings permit)
- encourage pupils to take an active role in organising the film club and suggesting films
- encourage involvement from the whole of the school/organisation by making FILMCLUB available to all, talking about FILMCLUB at staff meetings and assemblies as well as proactively marketing screenings
- register each film club member (aged 9 and above, or younger if they are adept with the net) on the website and encourage them to be active users and rate and review the films that they have seen within a week of screening
- try to organise occasional visits to a local cinema as part of the FILMCLUB experience (NB taking part in National Schools Film Week and other schemes count towards this)
- take part in the evaluation of the FILMCLUB scheme periodically, including supporting visits, encouraging pupils to fill out questionnaires and/or online forms, participate in publicity etc.
- ensure that all films screened are suitable and appropriate for the age of the audience taking account of the BBFC Classification of the films (which are detailed on the FILMCLUB website). You accept that your school/organisation has ultimate responsibility for both the suitability and the content of the film and for securing any parental permission required for the screening of the film.
- take responsibility for securing students' parent/guardian's permission for their taking part in FILMCLUB including attending regular screenings, cinema visits, using the website and being quoted, photographed and filmed for purposes of evaluating, reporting on and publicising FILMCLUB.
- accept that you may receive promotional material (including newsletters and reviews) from FILMCLUB. FILMCLUB will not pass details of your organisation or club members on to any third parties.

Continued overleaf/...

Charges and payment

If you are an independent school or youth organisation the charge is £495 per annum (exclusive of the PVS Licence) and FILMCLUB shall issue an invoice for the fee on the signing of this agreement and each subsequent anniversary and such fee shall be payable within 30 days of the issue of the invoice.

Intellectual Property

You acknowledge that all Intellectual Property Rights in the FILMCLUB Materials and the Website belong and shall belong to FILMCLUB. You may use the materials or the FILMCLUB logo to promote or support your film club, Please acknowledge receipt and acceptance of this agreement by signing, dating and returning the enclosed copy of this letter together with the completed information sheet.

Yours faithfully,

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For and on behalf of FILMCLUB

We hereby acknowledge receipt of the agreement set out above and confirm our acceptance of its terms.

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For and on behalf of the School / Organisation

School/Organisation details (please complete)

Name of School/organisation	
Address	
Headteacher/Manager	
Telephone Number/s	
Fax Number	
Email/s	
Number of pupils at School/organisation that will attend Filmclub	Please circle: 1-249 Pupils 250-2999 Pupils 3000+ Pupils
Club Leader/s	
Induction date chosen	
State School	Yes / no
Independent School	Yes / No
If Independent School/non school organisation, name of person responsible for paying invoices	
Signed by Headteacher/Manager: Print name:	