



Central Okanagan Journey Home Society
Us & Them Film Festival: October 10th 2019
Screening Agreement

Thank you for your interest in hosting a screening of Us & Them, by Krista Loughton, as part of the Journey Home Us & Them Film Festival on October 10th 2019, World Homeless Day. By hosting one of many screenings across the Okanagan Valley you are helping to build understanding and empathy about the realities of homelessness. Fundraising is not our primary goal, but any funds raised support the implementation of the Journey Home Strategy and we will only collect these online.

To host a screening please complete this form and return to filmfest@journeyhome.ca by **Friday October 4th 2019**. If you have any questions, please contact Diane Roy at filmfest@journeyhome.ca.

By submitting and signing this form you agree to adhere to the guidelines below. Once approved, you will be provided with a copy of the film and access to marketing materials to support your screening.

Guidelines, Role and Responsibilities

We anticipate many different types of screenings – from small private screenings in homes, workplaces and public venues.

The use of this film by the host is under the license provided to the COJHS by the filmmaker, Krista Loughton.

The Central Okanagan Journey Home Society (COJHS) will:

- Provide a high-resolution copy of the film for single use only on October 10th at an approved screening, under the terms of COJHS's license. The film must not be copied and the USB must be returned to the COJHS or the downloaded version deleted
- Provide access to a toolkit with marketing materials which can be used by approved screening hosts
- Publicize public screenings on the film festival webpage and on social media, including a link to individual screening event registration pages where applicable
- Publicize the film festival and engage the media
- Create a fundraising page to which screening hosts may direct donors (fundraising page link: <https://trellis.org/journeyhomefilmfest>). This website will provide automated tax receipts for online donations over \$20 (the approximate value of a movie ticket)
- Use any funds raised to support the implementation of the Journey Home Strategy
- Host Krista Loughton in Kelowna on October 10th to participate in discussion and dialogue about the issues raised

The Central Okanagan Journey Home Society is not able to:

- Reimburse any event expenses incurred by screening host
- Guarantee attendance of Journey Home staff or volunteers at individual screenings
- Handle or receipt any cash donations
- COJHS will not assume any financial or legal liability along with any damages that may incur at the event.

The Screening Host will:

- Be responsible for all aspects of organizing the screening, including but not limited to invitations, event registration process, venue hire, AV equipment
- Assume responsibility for all event expenses (e.g. venue hire, insurance, overhead costs, transportation, permits)
- Provide any necessary staffing and volunteers for the event
- Use its own mailing list for invitations
- Use the marketing materials provided by COJHS and follow the guidelines associated with their use, including not altering any of the logos included
- Acquire all necessary insurance, permits and licenses associated with the screening (excluding the Us and Them screening license for October 10th, which is provided by COJHS as part of this agreement)
- Accept responsibility for claims that may arise as a result of the screening
- Direct any donors wishing to give online to the COJHS Film Festival Fundraising Page (<https://trellis.org/journeyhomefilmfest>). Please do not collect cash as COJHS cannot handle or receipt cash donations.
- As the screening license is for use only on October 10th 2019, the Us & Them film must be deleted after the screening if downloaded or the USB returned to the office of COJHS (addressed envelope will be provided) within 10 business days of the event

Screening Agreement Form

Please complete the form below and return to filmfest@journeyhome.ca by **October 4th 2019**.

You may print, sign and scan a copy of the agreement, or you may type your name in the signature box, save and email a copy of the agreement. In typing your name above, you agree to the terms as stated in this partnership agreement.

Event Organizer – Main contact	
Organization/Company Name (if applicable)	
Telephone number	
Email address	
Address	
City	
Postal Code	
Location of Screening (including address)	
Time of screening on October 10 th	
Will your screening be a public or a private event?	
Would you like details of the screening to be added to the Journey Home event website so that the public can register to attend?	
If you are setting up a public event registration website (such as eventbrite) please provide us with the URL	
If your event is public do you have the necessary event and liability insurance?	
Please indicate your preferred format to receive a high-resolution copy of the film (online download or USB stick)	
Date:	Signature:

Thank you for your support of the Central Okanagan Journey Home Society.

Together we can ensure every journey leads home!