



Cornwall's Community Cinema Club

C Fylm Film Club Guide (2025-26)

Welcome to C Fylm! We are Cornwall's film club network, helping groups to put on film nights in the heart of our communities. With over 20 clubs hosting more than 250 screenings a year, we make sure that great films are shown close to home, at affordable prices, and welcoming to all.

This guide is here to help you. It explains how C Fylm works, what we'll do to support you, and what you need to do to run a successful club. Feel free to share it with your volunteers, and keep it handy for future reference.

Inside, you'll find:

- 1. The Essentials: How It Works** – A quick overview of what you'll do, and what we do
- 2. Step by Step: Setting Up Your Club** – Simple steps to getting your film club up and running
- 3. Running screenings: The Details** – Detailed information on licences, membership, money handling, costs and payment, programming, marketing, technical, and venue tips
- 4. Accessibility** – How to make your screenings welcoming for everyone
- 5. Greener Screenings** – Simple steps your club can take to reduce its environmental impact and run more sustainable events.
- 6. FAQs** – Answering the most common questions
- 7. Resources & Contact information** – For when you need extra help, handy resources, or to get in touch with C Fylm

1. The Essentials: How It Works

What You Do:

- Find a venue and a few helpers.
- Decide when and what you want to screen.
- Spread the word in your community.
- Make sure everyone attending is a C Fylm member, and collect memberships and subs on the night.
- Send audience numbers, payments and membership information back to C Fylm after each screening.
- Follow our Code of Conduct and memorandum of understanding.

What C Fylm Does:

- Sorts film copyright licences, and sends your film in the post.
- Helps cover licence costs.
- Provides low-cost cinema equipment and training if needed.
- Manages membership cards and online ticketing.
- Supplies poster templates and promotes across the network.
- Gives you advice on programming and planning, including access to specially curated menus of titles.
- Brings organisers and volunteers together to share ideas and support.

2. Step by Step: Setting Up Your Club

1. Choose your venue

Things to think about:

Can you blackout windows? Is the seating suitable for a long film?

Does your venue have the right insurance / licences? Is the venue accessible?

2. **Find some helpers**

You'll need people to help with setting up equipment and seating, running the box office, and refreshments.

3. **Decide your rhythm**

Most of our film clubs have monthly screenings, and some take a break in July and August.

4. **Pick your films**

Select from our curated film menu, browse the C Fylm library, or suggest your own.

5. **Book through C Fylm**

Book your film by emailing imogen@creativekernow.org.uk with the subject: '[Your film club] film booking'

Always wait for confirmation before advertising your screening.

6. **Promote locally**

Posters, flyers, and word of mouth are great ways to let people know about your event!

Many of our films have marketing restrictions – please check if you're unsure.

7. **Welcome your audience**

Sign up new members, collect memberships and subs on the door, and make sure everyone has a valid, in date membership card.

8. **Enjoy the night!**

Introduce the film, host your audience, and create a warm atmosphere.

9. **Send back returns**

Fill in the box office return form, send your payments, and return the disc by post.

10. **Plan the next one**

Enjoy the warm fuzzy feeling, and look forward to doing it all again!

3. Running Screenings: The Details

Licences

- C Fylm sorts the film copyright licence
- Premises licences for your venue may be required – check with your venue if unsure.

Any screening of a film to a group of people requires licensing, whether they are a paying audience or not.

It's a popular misconception that it is legal to screen films without a licence to a non-paying audience, but this is not the case. There are clear legal channels for screening any film outside the home.

There are two areas of licensing to consider:

Film copyright licensing – the licence to screen the particular film title(s) you wish to show, required for all screenings outside the home. C Fylm will provide the film copyright licences for your film club screenings, usually using our MPLC licence.

Premises licensing – the licence for the activity of screening a film to the public, required ONLY if you aim to generate a profit from tickets being sold.

The two permissions (licensing the films and the Licensing Act 2003) are completely separate and the possession of one licence does not provide exemption from any requirements of the other.

If you are charging for tickets but only to cover your costs, and assuming your screening is to be held between 8.00am and 11.00pm, your venue does not need a premises licence. The Licensing Act 2003 defines screenings of this type as not-for-profit.

If you are screening to generate a profit, you need to check if your chosen venue has a premises licence in place. Please note that this extends even to screenings where you are selling tickets to raise funds for charity.

My screening will require premises licensing. What should I do?

Check with your venue if you have an existing premises licence in place. Many public-facing venues do – if it's a venue typically used for other types of entertainment (e.g. a theatre, community centre, concert hall or gallery) it almost certainly will.

If you're unsure, it's best to contact the licensing officer at Cornwall Council for advice.

Membership

- **All audiences must become members of C Fylm.**
Membership is £8, £10, or £12 per year, pay-what-you-can.
18-25 year olds: £4.
Under-18s: Free (or a donation of your choice to your venue)
- **Sign up new members.** We'll send you membership forms to print and cards in advance of your screening.
Allocate them a membership number, and make a note of it on their form and the back of their membership card.
Write the expiration date (12 months from their first screening) on the back.
Give them their membership card to keep, and bring to future screenings at your venue and across the C Fylm network.

Money handling

- Current members pay a subscription for each film. This is usually £4-5 per film, set by you. You keep this, plus any income from refreshments/raffles.
- We suggest you keep a cash float. You can also take card payments if you like.
- Please keep membership money separate from your subs and refreshments, as it must be returned to C Fylm.

Costs & Payment

- Screening cost: From £35 plus memberships.
- Kit hire: £25 per screening.
- Pay C Fylm by bank transfer, cheque or cash with your box office return form.

Programming

- C Fylm shares a curated film menu and ideas each season, or you can request specific titles.
- Think about your audience: What might appeal to them?
- Book 3-4 films ahead so your audience knows what's coming up.

Marketing

- The best tools are:
Posters in your venue and around the village
Flyers in letterboxes or at leaflet stands
Word of mouth – tell your friends to tell your friends!
- Films shown under our MPLC licence have marketing restrictions: **you must not advertise these to the ‘general public’**. For example, you can’t publicly advertise film titles or identifying information in newspapers, on radio or open social media.
- You **can** promote to C Fylm members, locally and in your venue.
- C Fylm will include your screenings in our monthly newsletter.

Technical & Setting Up

- The C Fylm kit includes projector, screen, speakers, Blu-ray/DVD player, amp, leads, gaffer tape.
- Collect/return from Redruth (Mon–Fri, 9.30am–5pm) by arrangement.
- Safety first: Tape down leads with the gaffer tape provided; keep fire exits free; make sure there are at least two people to lift the screen.
- Insurance: C Fylm’s insurance covers damage to our equipment. Venues must have their own public liability cover.

Venue Tips

- If your venue is very light (e.g. has large windows, or bright lights outside), have a think about if your venue has curtains or blinds which block enough light, especially in spring and summer.
- Think about your chairs / seating. Are they comfortable enough to sit for three hours? Could you recommend audiences bring their own cushions, or provide some at the venue?
- Record numbers, memberships, and feedback on the return form.

4. Accessibility at Screenings

We want everyone to feel welcome at C Fylm screenings. Here are some ways you can make your club as accessible as possible:

- **Accessible venues:** Where possible, choose venues with level access, accessible toilets, and clear signage. We ask all clubs to provide venue access information for our website so audiences know what to expect.
- **Clear communication:** Share access details on your website, and social media. Let people know if the venue has ramps, accessible parking, hearing loops, and/or accessible toilets.
- **Relaxed screenings:** Consider running events with ambient lighting, lower sound levels, and a relaxed attitude to noise and movement. These are great for neurodiverse audiences, people with dementia, families, and anyone who may find 'traditional' screenings challenging.
- **Captions and subtitles:** Use films with captions whenever possible to support D/deaf and hard of hearing audiences, and for people who prefer to read along. In a recent survey, over 20% of our audience told us they were D/deaf, deafened, or hard of hearing, so this is so worth providing.
- **Seating options:** Provide space for wheelchairs, and make sure friends / companions are able to sit in chairs next to them, too. Try to make sure your chairs are comfortable and safely arranged.
- **Atmosphere:** Create a welcoming environment by offering support if someone needs assistance, and being open to feedback about how accessible your screenings feel.

Small changes make a big difference. Please think about what you can do to make your club welcoming to all.

5. Greener Screenings

We know that small changes can help reduce our impact on the planet. Here are some simple ways your club can be as environmentally friendly as possible:

- **Film choices:** Check out our 'Green Screen' film menu for titles with climate action and environmental themes to spark conversation and awareness!
- **Travel and transport:** Encourage walking, cycling, car sharing or use of public transport when promoting your screenings. Over 43% of our audiences walk to their screenings already!
- **Energy use:** Switch off equipment and lights when not needed. If your venue has LED lighting or renewable energy, even better!
- **Refreshments:** Use reusable cups, glasses and crockery instead of single-use. If you sell snacks, look for local suppliers or minimal packaging.
- **Printed materials:** Only print as many posters/flyers as you need, and use recycled paper if possible. Make use of digital promotion where you can.
- **Recycling and waste:** Provide recycling bins and make it easy for your audience to separate their waste.

Every small step adds up. Together, we can keep C Fylm screenings both welcoming and sustainable.

6. FAQs

What time should we start?

Most clubs start at 7.30pm, with doors at 7pm. It's common to have an interval halfway.

How do I set up the equipment?

We'll show you at your first screening. Always use two people for the screen, tape down cables, and check the projector view.

Allow at least 3m space between screen and first row – this will save your audience from a sore neck!

How do I keep people coming back?

Make it more than just a film: Add refreshments, themed nights, short films, quizzes, or an introduction. You could also do food and film nights. The social side is often just as important as the film.

What if I need to cancel / postpone / change the film?

Tell C Fylm and get confirmation before communicating with your audiences. We'll help you rearrange, or cancel / postpone film licence bookings.

Can I use online ticketing?

Yes! We use Ticketsource. It's free for clubs and helps track numbers before the screening. You are welcome to use your own ticketing system.

What if the kit or discs don't work?

Contact C Fylm straight away. We'll help troubleshoot or send replacements.

How many helpers do I need?

Most clubs run smoothly with 3-4 volunteers: One or two on the door/box office (memberships & subs), one on refreshments/raffles, one or two on tech/equipment set-up.

How do I sign people up as members?

Use the membership forms provided. Collect their details, take the membership fee, and give them a membership card on the spot. If they already have a card, just check it's in date.

What if someone doesn't want to join C Fylm?

All audience members must be C Fylm members. Explain that membership helps cover licences and keeps film clubs across Cornwall running. They can join on the night; it's quick, easy, and lasts 12 months.

Will C Fylm be there for my first screening?

Yes, if you'd like. We can try to arrange for someone to come and help with your very first event, or give you training beforehand so you feel confident.

7. Resources & Contacts

- **Toolkit & downloads for C Fylm club promoters & volunteers:**
<https://cfylm.co.uk/show-films/>
- **See all of our film club venues across Cornwall:**
<https://cfylm.co.uk/venues/>

- **Promoters newsletter:** [Sign up for film menus, training, and updates from C Fylm.](#)

Contact us:

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