**Gender Equity Fund (GEF) Agreement**

 This is an agreement between the Gender Equity Fund (GEF), a 501c3 organization affiliated with American Association of University Women-IL Inc. GEF has agreed to provide your organization with a copy of the movie, EQUAL MEANS EQUAL. Two formats are available—DVD or projection ready DCP that may be used by commercial theaters. The distribution company under its education provisions is allowing public screenings of the movie. Because we have purchased these formats at some cost and want as many citizens as possible to see the movie and hear the message, the following provisions will apply for using these materials:

1. Reservations for the movie will be accepted 3 months in advance by calling or emailing Carol Heisler at 815-455-1473 or carolheisler@gmal.com. After securing the date, time and location, your group must provide a deposit of $50/DVD and $200/DCP (commercial theater format) to hold the materials. You may cancel 21 days before the showing date for a full refund of the deposit.
2. Fees for transporting the DVD or the DCP are non-refundable as follows:

DVD $25

DCP Format $100

The easiest way to handle the deposit and the transportation fees is to make out two separate checks or money orders payable to GEF. If all goes well, you will receive your deposit check back. Transportation fees are non-refundable.

The transportation fees and the deposit must be received by the coordinator 10 days after the reservation is made. This means received so the use of one or two day mailing is encouraged. Deposit and transportation fees are not refundable if cancelled less than 21 days before the scheduled showing. You will receive the film via a mail or delivery service with a return postage paid envelope for the timely return of the film. The film must be received by the coordinator within 10 days after your showing date. If asked, GEF may at its discretion rebook your event with or without additional charge and may choose to waive penalties.

 GEF will not be responsible for any failure of USPS, FED EX, UPS or any other carrier for deliveries. The receiving organization must return the materials in good condition to the GEF coordinator within 10 days after the showing. At times, renters might be asked to send the materials to another “viewing location”. If the materials are returned in good condition, the deposit will be sent back to you. Transportation fees are not refundable if cancelled 21 days or less before your showing date. Based on our best efforts, we will strive to have the materials to your address 3-4 days prior to the screening date. Please preview the movie before the showing date to troubleshoot any problems. GEF shall not be responsible for any malfunction of these materials or the technology that supports the playing of the movie and will not be responsible for any funds advanced for a venue, refreshments, speaker fees or any expenses surrounding the showing of the movie.

 PLEASE PRINT OR TYPE THIS FORM and RETURN TO GEF.

Organization (who is sponsoring the showing of the film?):

Date of Showing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for mailing of materials if not the same as above:

Please use the back of this form to describe the venue, the mission of your organization and the purpose for showing of the film. Is your group associated with an AAUW branch or state AAUW-IL, Inc. Yes or No. Anticipated attendance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you planning on an additional speaker or speaker panel after the event? Yes or No. Would you welcome guests at your screening? Yes or No. Can we list your event on the GEF calendar viewed by the public?

\*\*\*We are unable to accept credit or debit cards at this time. Personal checks, money orders or cashier’s checks are welcome.

Please sign below that you understand these provisions and the fees and deposit provisions.

Name & Title Date

Send to: Carol Heisler

461 Rockland Road

Crystal Lake IL 60014

815-455-1473 H 815-814-3180 C

carolheisler@gmail.com