

Wheatley Parish Council Newsletter Advertisers Booking Form 2023-24

Subject to Terms and Conditions, attached.

Company Name			
Address			
Contact Name (business and accounts)			
Telephone Number (business and accounts)			
E-mail (business and accounts)			
Size of Advertisement	Half page £38.50 per issue		<input type="checkbox"/>
	Quarter page £27.50 per issue		<input type="checkbox"/>
Issue(s)		Issue	Deadline for adverts
	<input type="checkbox"/>	Apr/May 2023	16/03/2023
	<input type="checkbox"/>	June/July 2023	18/05/2023
	<input type="checkbox"/>	Aug/Sept 2023	13/07/2023
	<input type="checkbox"/>	Oct/Nov 2023	14/09/2023
	<input type="checkbox"/>	Dec 2023/Jan 2024	16/11/2023
	<input type="checkbox"/>	Feb/March 2024	11/01/2024
10% Discount Savings (if paying for all 6 issues in advance)	Half page £23.10 saving Quarter page £16.50 saving		
Total to pay	£	Advance 6 editions <input type="checkbox"/> Pay per edition <input type="checkbox"/>	
Date			
Signature			
Please print name			

By signing the above, you agree to the terms and conditions below:

Please send your completed booking form along with your colour advertisement (high-res jpeg/png file) to: newsletter@wheatleyparishcouncil.gov.uk.

If you have any questions or queries, please contact Wheatley Parish Council 01865 875615 or clerk@wheatleyparishcouncil.gov.uk.

Information for Advertisers

Wheatley Newsletter is an A5 publication delivered bi-monthly to over two thousand households in Wheatley and Holton.

It is also available online at bit.ly/wnl-info

Advertising Rates We are proud to offer you the opportunity to advertise with us in **FULL COLOUR** (print and online) at no additional cost.

Advert size	Size	Cost (inc. VAT)
Quarter page (portrait and landscape)	9.7cm high x 6.3cm wide (portrait) 4.7cm high x 13.1cm wide (landscape)	£27.50
Half page (landscape only)	9.7cm high x 13.1cm wide	£38.50

Please note:

- to aid with page layout of the newsletter we ask that all Quarter page advertisers provide **both a portrait and landscape** version.
- advertisements should be sent print ready in high resolution jpeg or png files to newsletter@wheatleyparishcouncil.gov.uk
- new full-page adverts are no longer accepted.

New advertisers

- new adverts can only be accommodated when space becomes available. We do operate a waiting list and therefore we cannot guarantee automatic inclusion in the first issue you have selected.
- we will confirm with advertisers when their advert will be published.

Payment

- we welcome prompt payment of all invoices (ideally 7 days). If your payment terms are longer than this, please contact us.
- any unpaid invoices will result in Wheatley Parish Council removing your advertisement from any future editions and undertaking debt recovery action.

Please pay by BACS:

Account Name: Wheatley Parish Council

Account Number: 2044 6851

Sort Code: 60-83-01

- if you are unable to pay by BACS and wish to choose a different method of payment, please contact us to arrange.

Terms and Conditions

1. All advertisements accepted for publication by Wheatley Parish Council ('WPC') in any of its print or online publications are accepted subject to these terms and conditions. Any other conditions proposed by the advertiser shall be void unless accepted by WPC in writing.
2. In these conditions:
"Advertisement" means display online or text advertising and shall include inserts or supplements.
"Advertiser" means the person/party placing the order for the insertion of the advertisement.
"Medium" means the print or online publication intended to display the advertisement.
"Newsletter" means the WPC newsletter intended to display the advertisement.
"WPC Site" means the WPC website into which an advertisement is placed.
3. The advertiser warrants that the advertiser contracts with WPC as principal notwithstanding that the advertiser may be acting directly or indirectly for a third party in a representative capacity.
4. The advertiser warrants the advertiser is entitled to place the advertisement in the WPC medium and is liable for WPC's charges for the advertisement.
5. All advertisements are accepted subject to space being available in the Medium. Unless agreed specifically in writing WPC cannot guarantee the position of any advertisement in any medium.
6. All advertisements must (notwithstanding any WPC approval):
 - a. Conform to the **British Code of Advertising Practice**
 - b. Must accurately reflect the product and or service being advertised.
 - c. Not breach of any relevant legislation, including the Race Relations Act 1976, the Sex Discrimination Act 1975 (both as amended), the Disability Discrimination Act 1995, the Employment Equality (Age) Regulations 2006 and the Obscene Publications Act and/or any other legislation or regulation (such as those relating to the provision of Financial Services) which apply to specific advertisers, products or services.
7. Advertisements are subject to the prior approval of Wheatley Parish Council (WPC) and must always be recognizable as such and not resemble editorial matter.
8. All claims made in any advertisement must be capable of being supported by appropriate evidence which must be made available to WPC immediately on request. The publication of an advertisement by WPC does not constitute endorsement of the advertiser, its products, or services.
9. Advertisements will only be accepted on payment with order. Space reserved by an advertiser must be paid in full where the advertisement is not published due to an act or omission by the advertiser.
10. WPC reserves the right to increase advertisement rates at any time or to amend the terms and conditions at any time.
11. Invoices must be paid within ideally 7 days. If your payment terms are longer than this, please contact the council.
12. 10% discount is only available to advertisers who pay for 6 or more issues up front, in one single payment.
13. Should any advertiser who agrees to pay one annual up front invoice and receives 10% discount but later decides to cancel their advertising will not be eligible for a refund or credit.
14. WPC reserves the right to remove adverts from advertisers who have unpaid debts.
15. WPC reserves the right to recover debts arising from unpaid advertising invoices.
16. WPC will not be liable for any loss or damage caused by amendment, error, late publication, or non-publication from any cause whatsoever.
17. Without prejudice to any other condition if an advert is omitted in error from a publication (other than the advertiser's error) WPC offer the advertiser either a refund of the cost or an equivalent advert in the next publication.
18. WPC will not accept liability for any error on the part of third parties or due to inaccurate instructions.

19. WPC reserves the right to publish the most appropriate alternative advertisement for the advertiser should details of the advertisement not be received by a stipulated deadline.
20. Cancellation or suspension of an advertisement by the advertiser will not be accepted after the deadline for receipt of copy for the appropriate medium and the advertiser will be liable for the cost.
21. WPC reserves the right to omit or suspend an advertisement at any time for good reason (without liability to the advertiser) and shall notify the advertiser as soon as possible. If such omission or suspension is due to the act or default of the advertiser or their representative/agent, the advertiser shall pay for the advertisement in full notwithstanding that the advertisement has not been published.
22. The advertiser will indemnify and hold harmless WPC from and against any claim that an advertisement infringes the copyright, trademark, or other intellectual property rights of any person or that it is defamatory or infringes any other right of any person. WPC reserves the right to withdraw and/or refuse to publish an advertisement without liability to the advertiser if it reasonably believes the advertisement may make WPC or the advertiser liable to any complaint, claim or proceedings.
23. The advertiser is solely responsible for fulfilling and dealing with any orders or enquiries relating to the goods, services, or promotion to which the advertisement relates and will indemnify and hold WPC harmless accordingly.
24. WPC's privacy statement in relation to GDPR is available from wheatleyparishcouncil.gov.uk

On-Line advertising

25. If an advertisement links to another site, the advertiser is responsible for maintaining the link and for the content of the linked site. WPC may remove any advertisement which contains content or links to a site which, in WPC's opinion, is defamatory or objectionable or will bring WPC into disrepute. The advertiser will indemnify WPC from and against any claims or liability arising from links contained in an advertisement.
26. Advertisements may contain only such information and code as is necessary to run the advertisement effectively on the relevant WPC Site. Advertisements may not contain tags, cookies, beacons, or technology which identifies users of any WPC Site or enables the advertiser or any third party to serve such users with any advertising other than the advertisement.
27. If an advertisement is supplied which does not comply with these terms and conditions or WPC receives complaints regarding an advertisement, WPC may, at its discretion, remove the advertisement from display without reference or liability to the advertiser.

Wheatley based charities advertising.

28. This applies to registered charities based within the Parish of Wheatley.
29. Subject to available advertising space.
30. Costs-

Quarter page- Free

Half/ Full page- 50% discount