



## TERMS & CONDITIONS FOR SUPPLIER ADVERTISEMENTS

|  |  | <b>Price</b>  |
|--|--|---|
| <p><b>Advertising Package for Local Suppliers</b></p> <p>*Suppliers that are advertised must benefit the regular users of the hall</p> | <p>Suppliers must present a JPEG logo and their website link, which will be shared on SVH Local Suppliers page, via the website. If suppliers do not have a website, they can provide a contact number and email address. They must also provide a summary of their business, to appear on the website.</p> <p>Once a month, SVH share a story to their social media pages, which directs local families to visit the Suppliers page.</p> <p>A Suppliers List is sent to every enquiry at the hall, which includes a website link, contact details and a tick list of what the supplier can provide local families/event hirers</p>  | <p>£45 for one year, from the date the invoice is paid.</p> |
| <p><b>Additional Terms</b></p>   | <p>Suppliers can choose to remove their adverts at any time, by contacting the advertising manager. Payments are non-refundable, even if adverts are withdrawn.</p> <p>Suppliers are responsible for updating the website and social media manager if any changes need to be made to their logo, website or contact details or if the supplier list needs to be updated e.g. new services can be offered or need to be removed.</p> <p>This exchange is purely for advertising purposes. SVH do not represent or recommend any particular suppliers.</p> <p>SVH has the right to increase the fee's at any time. This would not affect an invoice which has already been issued.</p> <p>SVH does not have a limit to the amount of suppliers who pay to advertise.</p> |   |

### GENERAL INFORMATION

The Hall is managed on behalf of Sunningdale Village Hall Board of Trustees by Chelsea Willetts, the Operations & Bookings Manager. For the purpose of the document, the hall will be referenced to as SVH.

- For invoice queries, contact: [chelsea.willetts@svhcommunity.co.uk](mailto:chelsea.willetts@svhcommunity.co.uk) or by phone: 07366 300574
- For advertising and social media queries contact: [rachel.auja@svhcommunity.co.uk](mailto:rachel.auja@svhcommunity.co.uk) or by phone: 07868 303841
- Our website address is [www.sunningdalevillagevenues.co.uk](http://www.sunningdalevillagevenues.co.uk)