



BEALES CORNER NOTICE BOARD TERMS AND CONDITIONS OF USE

Bewdley Town Council (BTC) is the owner of and is responsible for the upkeep and allocation of free advertising space on Beales Corner Notice Board. It is a notice board for the benefit of the community for which no charge is made but display of a poster is subject to consent being given by the Town Clerk and to the terms and conditions which are set out below.

1. ELIGIBILITY

The use of the Beales Corner Notice Board is reserved for community and voluntary organisations or groups and those local organisations (non-profit) that promote local and major town events to attract visitors to the town.

Posters from commercial or political organisations will not be accepted if they conflict with the Town Council's policy.

2. PRIORITY

BTC will endeavour to provide each organisation with one slot during the year but given the demand particularly in the period April to November no guarantee is made. Where two organisations seek an identical weekly time slot then priority will be given to organisers of regular events. The decision of the Town Clerk in this regard will be final.

3. DURATION & DISPLAY

Posters will be displayed for one week only from Monday to Sunday.

The Town Council will be responsible for installing and removing all posters. Please deliver the poster to the Town Council office at 25(A) Load Street by noon of the preceding Friday.

4. DIMENSIONS & DESIGN

The Board measures 150 cm x 118 cm (height x width) and therefore the poster dimensions should be no larger than 120 cm. x 85 cm. (Size A0)

Posters must comply with the requirement that they are easily legible and should not cause a distraction for motorists.

Wording should be limited to the:

- name of organiser
- event
- date and time
- place
- logo

Telephone numbers or other detailed information should not be included on the advice of the Police. BTC reserves the right to approve the wording particularly when organisations have not displayed a poster previously. BTC reserves the right to remove any poster that does not comply with these conditions.

5. POSTER MANUFACTURE

Posters may be designed and produced by the organisation/group though they should be of sufficient quality in terms of durability and weather proof.

6. BOOKING PROCEDURE

Organisations or groups who wish to display a poster on the board should in the first instance make contact with the Town Council office by email on office@bewdleytowncouncil.org or by phone on 01299 400157.

Organisations will receive a letter of confirmation by email. If for any reason it is not possible to allocate a slot at the time requested BTC will liaise with you as to an alternative one.

If subsequently an event is cancelled organisers should advise at the earliest opportunity so the board may be made to available to another group.

BTC is unable to guarantee any organisation or group that an allocation will be made though it will endeavour to do so subject to provision as to priority.

25(A) Load Street, Bewdley, DY12 2AE
Tel: 01299 400 157 / Office@bewdleytowncouncil.org