Berryfields Parish Council

Our Berryfields Magazine
Advertising Terms and Conditions

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1. General

These Terms and Conditions apply to paid advertising and free editorial contributions in *Our Berryfields*, the quarterly community magazine published by Berryfields Parish Council (the Council).

All magazine content is subject to acceptance by the Council and available space.

Our Berryfields is published quarterly, with Spring, Summer, Autumn and Winter editions normally distributed in April, July, October and January respectively. Submission deadlines will be confirmed ahead of each edition.

2. Advertising Arrangements

Advertisers may choose either:

- **Individual Edition Advertising:** Advertisers may request inclusion or respond to the Council's quarterly invitation. Confirmation is required for each edition.
- **Ongoing Advertising:** The agreed advert will automatically appear in each quarterly edition until the advertiser confirms otherwise. The most recently approved artwork will continue to be used unless updated artwork is provided.

Ongoing advertising arrangements must be agreed in writing. Any changes or cancellations must be notified in writing before the published advertising deadline.

3. Artwork and Editorial Contributions

Advertisers are responsible for providing accurate, suitable artwork by the published deadline.

New or amended adverts will be checked by the magazine editor for quality and suitability, with proofs provided to advertisers for checking and approval before publication.

Editorial contributions are welcomed free of charge, subject to available space and editorial approval. Contributions should be informative and relevant to the local community rather than primarily promotional.

The Council reserves the right to edit, decline or defer submitted content where appropriate.

4. Copyright

Advertisers and contributors are responsible for ensuring they own or have permission to use all submitted material, including text, photographs, logos and graphics.

By submitting material, they authorise its publication in the printed and digital editions of *Our Berryfields*.

5. Advertising Fees and Payment

Advertising fees are charged at the Council's published rates, including any applicable VAT.

Advertisers will be advised of the fee when their advertising arrangement is first confirmed. Any subsequent changes to rates will be communicated to ongoing advertisers in advance.

Invoices will normally be issued following distribution of the magazine, with payment due by the date stated on the invoice.

6. Cancellations and Amendments

Changes or cancellations must be received in writing before the published advertising deadline.

Once the magazine has been sent to print, no further amendments or cancellations can be accommodated for that edition, and the full advertising fee remains payable.

Cancellations received after the deadline but before the magazine is sent to print may still incur a charge where production costs have been committed.

7. Publication and Responsibility

The Council reserves the right to decline advertisements that are unlawful, misleading, offensive or otherwise inappropriate for a community publication.

Publication of an advertisement does not imply endorsement by Berryfields Parish Council.

Where an advertisement is omitted or materially incorrect due to a Council error, an appropriate remedy will be offered, normally a refund or credit for the affected edition.

Nothing in these terms excludes liability where doing so would be unlawful.

8. Changes to Terms and Conditions

The Council may review and amend these Terms and Conditions as necessary.

Advertisers with ongoing arrangements will be notified of any material changes before they apply to future editions.

9. Contact

All advertising enquiries, confirmations, artwork submissions, amendments and cancellations should be sent to:

Berryfields Parish Council
Roman Park Hall
Sir Henry Lee Crescent
Aylesbury
HP18 0YT
Email: ourberryfields@berryfields-pc.gov.uk

Document History

Version	Date Approved	Changes/Action	Approved By	Minute Ref
1.0	18/11/2026	New Terms & Conditions introduced to formalise advertising arrangements and editorial contributions in Our Berryfields magazine	Full Council	26.10