

## BOOKING TERMS AND CONDITIONS VER. 1 2019

Our wedding magazine booking Terms & Conditions are laid out below for your information. Please read fully before confirming your advertising booking.

### Guide advert

1. If you have advert artwork already this will need to be supplied to our publishing partner before the magazine advert deadline below. If you do not have artwork already created our publishing partner can help with this for a small fee (contact us for details).
  - Cornwall - 01 December (Jan), 01 March (Apr), 01 June (Jul), 01 September (Oct).
  - Midlands - 01 December (Jan), 01 June (Jul).
2. It is the customer's responsibility to design their advertisement at a quality suitable for High Times Weddings Ltd's use. If a design is not forthcoming, an additional charge may be incurred to cover design time. Where copy supplied is not clear and legible then an additional charge will be incurred. High Times Weddings Ltd accepts all advertisements subject to approval.
3. Adverts created with our publishing partner will be sent to you for approval and sign off. It is the customer's responsibility to check the advert's accuracy before the magazine advert deadline – High Times Weddings Ltd will not be held responsible for errors or omissions.
4. All images/logos/artwork used in your advert must be copyright free or you must have permission from the copyright owner to use within your advert which will appear in our wedding magazine.
5. Advert artwork prepared for print, must fit within our magazine dimensions; if your advert needs re-sizing our publishing partner will advise and gain approval prior to print (there may be a small additional cost for this). In the event you do not respond to this request for approval we will assume your agreement for print.
6. Proofs of all advertisements may be submitted for customers' approval and High Times Weddings Ltd shall incur no liability for any errors not corrected by the customer in proofs so submitted. Customers' alterations and additional proofs necessitated thereby shall be charged extra. When style, type or layout is left to High Times Weddings Ltd's judgement, changes therefrom made by the customer shall be charged extra.
7. Whilst High Times Weddings Ltd will make every effort to obtain the best possible colour reproduction of customers work, because of the nature of the processes involved High Times Weddings Ltd shall not be required to guarantee an exact match in colour or texture between the customer's original material as supplied, and the printed article. A colour proof as supplied can be used to check approximate colour reproduction. It is the customer's own responsibility to ensure that the colour photographs(s) or transparencies(s) or digital image files submitted are suitable for the work in hand. The Publisher cannot accept responsibility for unsatisfactory results caused by unsuitable or inferior material as supplied.
8. Any adverts we deem unsuitable or inappropriate for publication could be withheld from publication.

### Booking

Deposits for wedding magazine adverts are required within 48 hours of receiving the invoice confirming your booking either by bank transfer or PayPal. For **multiple editions**, invoices for subsequent adverts will be sent out after the previous edition has been published. Customers with monies outstanding from previous magazine appearances, will need to bring their account with High Times Weddings Ltd up-to-date before any further guide adverts will be considered.

- **7+ weeks before deadline**
  - Guide advert bookings which are more than 7 weeks away from the deadline only require a deposit to secure your advert place.
- **6 weeks before deadline**
  - An invoice for the outstanding balance will be issued requesting payment in full. Our payment terms are 14 days from date of invoice.
- **4 weeks before deadline**
  - Payment in full is required with cleared funds in our account. We do not automatically issue receipts if you require one please contact [emma@high-times.co.uk](mailto:emma@high-times.co.uk)

### Flexible payments options

We can offer a monthly payment option on magazine adverts, if you would like to know more about this please contact us using the details below.

### **Late bookings**

Bookings made within 6 weeks of a magazine advert deadline must be paid in full within 14 days of booking confirmation. Bookings made within 4 weeks of a guide advert deadline must be paid in full within 48 hours by either bank transfer or PayPal.

### **Non-payment**

If we do not receive your payment or your advert in full 4 weeks before the guide advert deadline, we reserve the right to not include you in the wedding guide. Your deposit is non-refundable.

### **Cancellations & Refunds Policy**

Cancellations made by a customer – all cancellations from customers must be made in writing at least 14 days prior to the artwork deadline of each edition. Cancellations after this date may incur a penalty cost of a minimum of 50% of the booking value. If the customer cancels a series booking, it relinquishes any right to that series discount (if any) to which it was previously entitled and advertisements will be paid for at the appropriate rate. A new invoice will be issued for any surcharges relating to advertisements that have already been invoiced at the discounted rate. The payment date for any previous invoices remains unaffected. High Times Weddings Ltd are entitled to cancel any advertising contract prior to 14 days of the artwork deadline of each edition. All customers entitled to a cancellation as defined above will receive a full 100% refund within 14 days of written receipt of the cancellation request.

### **Claims**

Advice of errors or dissatisfaction **must** be given in writing within 7 working days of the On-Sale or Issue Date.

### **Liability**

High Times Weddings Ltd shall not be liable for any loss to the customer arising from errors or delays in publication.

### **Force majeure**

High Times Weddings Ltd shall be under no liability if he shall be unable to carry out any provision of the contract for any reason beyond his control including (without limiting the foregoing) Act of God, legislation, war, fire, flood, drought, failure of power supply, lock-out, strike or other action taken by employees in contemplation of furtherance of a dispute or owing to any liability to procure materials required for the performance of the contract. During the continuance of such a contingency the customer may by written notice to High Times Weddings Ltd elect to terminate the contract and pay for work done and materials used, but subject thereto shall otherwise accept delivery when available.

### **Contact details**

email [hello@silverlinings.co.uk](mailto:hello@silverlinings.co.uk) or call Emma on 07732 285617

### **High Times Weddings Ltd - T/A Silverlinings**

South West Office: The Moorings, King Charles Quay, Falmouth, TR11 3HQ. Tel: 07732 285617

Email: [hello@silverlinings.co.uk](mailto:hello@silverlinings.co.uk) Web: [www.silverlinings.co.uk](http://www.silverlinings.co.uk)

Company Registration Number: 9898572