

### **Promoting the activities and events in our halls**

We really do value our long-term hirers as well as our 'one off' bookings. By using our venue to host your activities, you're helping to contribute to the upkeep of our venues for the benefit of the community. In return we will do our best help promote hirers' events, groups, classes in the following ways:

#### **What we aim to do:**

If you send us marketing material that promotes the activity or event booked in our hall then we aim to promote it on our website [www.woburnsandstowncouncil.gov.uk](http://www.woburnsandstowncouncil.gov.uk) on the "What's on in our Halls" pages and on our Facebook page: [Woburn Sands Town Council | Facebook](#)

Where there is space on our community noticeboards, or on the noticeboards located inside our venues, we are happy to pin up posters. These should be no bigger than A4 size and preferably laminated. If you would like us to display posters then you will need to provide physical copies. We will not print these for you.

Promotional material may include your logo, the date, time and venue of your activity/event, contact details and the cost of the activity itself or admission fee. It can also include a link to the activity/event's website if applicable.

We will aim to do this as soon as you return your booking forms and pay any applicable deposit, however, Woburn Sands Town Council is run with minimal staff and therefore we cannot guarantee timescales for updating our website, Facebook or noticeboards.

#### **Banners:**

We do not allow any banners to be attached to our buildings, however, the Summerlin Centre and Old Fire Station have railings outside where a banner may be attached in the following circumstances:

For Regular Hirers: During your hire time only, a banner may be displayed on the railings of the hall you have hired (Summerlin or Old Fire Station only). Failure to remove banners will result in permission to display a banner being revoked by Woburn Sands Town Council.

Commercial Events or events attracting members of the public: a banner maybe displayed on the railings of the Summerlin or Old Fire Station (depending on which venue has been hired) for the duration of the hire only.

**What we won't do:**

We will not promote specific products/goods/services sold for commercial purposes by the hirer at the specific activity or event. For example, in the case of a retail event being held in one of our venues, Woburn Sands Town Council will not assist with the promotion or advertising of pricelists for specific goods and services for commercial gain.