

www.visitnewbury.org.uk
Events Entry Guidelines

www.visitnewbury.org.uk is maintained by West Berkshire Council's Tourism Service who are responsible for promoting West Berkshire as a destination to potential visitors as well as providing information for visitors and residents so they can get the most out of the area's attractions and events.

www.visitnewbury.org.uk is one channel for these services. We aim to promote local events which provide entertainment for visitors and locals in line with terms below.

1. Type of events

The following list includes those events which can be submitted for inclusion:

- Antiques fairs
- Art Exhibitions
- Carnivals
- Very large Car Boot Sales
- Christmas events (all)
- Events at local attractions
- Farmer's markets
- Fireworks Events
- Guided walks
- Lectures & talks
- School holiday activities
- Town Centre Events
- Village Fetes

We are also pleased to include established, annual events which consistently attract large numbers of visitors.

Events we will not list include:

- Coffee mornings
- Neighbourhood watch meetings
- Public exhibitions
- Quiz nights
- Regular events, classes and meetings
- Table Top sales/baby goods sales
- Jumble sales
- Community events

2. Ownership, Copyright and Re-Use

I. West Berkshire Council owns the content of the Community Events pages on the Council website, together with all copyright, database rights and other intellectual property rights in such content.

II. Users of these listings may print extracts of the information about events in hard copy form, to the extent necessary for the user's personal purposes but not for any commercial purpose or use

III. Personal data submitted to these pages is provided for use as a reference to the Events advertised and must not be re-used by any commercial organisation for any purpose.

IV. Personal data submitted to these pages will not be re-used by West Berkshire Council for any purpose other than promoting your events.

V. It is permissible for other organisations or individuals to create an appropriately labelled link from their websites to the main Events page on the website but not to specific events.

2. Submission of Information

I. We recommend that you submit your events at least three months before they commence. We will endeavour to publish the details as soon as we can but can make no guarantees as to when this will be.

II. Information for the Events pages and listings is submitted on the understanding that West Berkshire Council reserves the right not to publish information about event provided to it which it considers, in its discretion, are not suitable for use on this website, and that it may edit longer submissions to a suitable length.

III. Our Events submission form must be completed in full. Events information submitted must include: Title or name of the event, a date and time, the length or approximate length of time the event will take, a venue with address details, a contact name or title (such as organiser), at least one out of a contact telephone number, address or email. A summary of the event, preferably no longer than eighty words, should also be supplied.

IV. West Berkshire Council will not accept submissions for events which are recurrent and run throughout the year (for example a weekly Ladies night at a club) and reserves the right to refuse submissions for commercial enterprises for which appropriate advertising avenues exist.

V. Clubs which meet on a regular basis are advised to advertise through the Clubs and Associations list maintained by West Berkshire Council although an initial event listing to promote a club will be considered.

VI. This list of events aims primarily to promote events in West Berkshire. However events up to 15 miles outside the West Berkshire borders can be submitted and will be included at our discretion.

VII. We do not normally include National Events but those with local connections or local 'spin-off' Events will be considered.

Exclusion of Liability

I. Events information provided by third parties has not been checked in detail for accuracy and may become inaccurate or out of date. West Berkshire Council acknowledges no liability for any claims, damages, costs, losses, expenses or liabilities arising out of or in connection with or related to the use of the Events pages and listings or the information on them.

II. Users are advised to check the accuracy of the information on this website, including dates of events with organisers.

4. Purchase of Tickets

I. This website is intended to be used as a source of information. No tickets are currently sold online by West Berkshire Council but tickets for certain events, including the Royal County of Berkshire show can be purchased from the [Visitor Information Centre \(VIC\)](#) in the Town Hall, Market Place, Newbury. If you would like the Visitor Information Centre to sell tickets to your event, please call 01635 30267.

II. Any tickets for events which can be purchased through links to this website are purchased from third parties and West Berkshire Council takes no responsibility for, and has no liability for, such sales or the events to which they relate.

III. Any and all complaints or claims should be addressed to the third party from whom the purchase is made.

Event Listing Submission Form

Please submit your completed form to tourism@westberks.gov.uk or drop it into the Visitor Information Centre, Town Hall, Newbury, RG14 5AA. Tel: 01635 30267 for assistance with completing your form

Please complete ALL fields clearly

Event name:

Date of event:

Time of event:

Duration of event:

Would you like the VIC to sell tickets for this event Yes No
(please call us for more details)

Your name:

Your contact tel no:

Your email address:

Where is the event being held:

What is the FULL address (inc postcode):

*Who can the public contact to find out more about the event:

*What is this person's contact number OR email address:

Please note that only the name, number or email address marked with an * will appear on the Visit Newbury website

Please now describe the event with as much detail as possible. Please include things like ticket prices, any restrictions etc and anything that really makes this event stand out from the rest. *Please do continue on a separate sheet if you would like to.*

IMPORTANT – PLEASE READ

By submitting this form you are indicating that a) your organisation own the copyright for the above information b) you are in a position of authority which allows you to submit this information for publication on the www.visitnewbury.org.uk website.

Are you submitting an image with your listing? Yes No

Please note that images should be jpg files no smaller than 185 x 185 pixels.

If submitting an image by doing so you are indicating that your organisation is the owner of the copyright for that image and you are therefore legally entitled to allow us to

publish it and that, where relevant, the consent of any individual featured in an image has been obtained for such use.