



*[www.experiencewakefield.co.uk](http://www.experiencewakefield.co.uk)*

## **Experience Wakefield Website – Events Inclusion Form**

The Experience Wakefield website is the official tourism website for the Wakefield district and attracts on average over 430,000 users per year. Please use this form to register the details of your attraction for inclusion on [www.experiencewakefield.co.uk](http://www.experiencewakefield.co.uk)

We reserve the right to alter/edit data to comply with our website standards.

If you have any enquiries about the Experience Wakefield website please contact us on 01924 305569 or email [tourism@wakefield.gov.uk](mailto:tourism@wakefield.gov.uk)

### **Please return your completed form by post:**

Experience Wakefield Tourism Team  
Wakefield One  
Burton Street  
Wakefield  
WF1 2EB

### **Alternatively, please email your completed form to:**

[tourism@wakefield.gov.uk](mailto:tourism@wakefield.gov.uk)

## **Photographs**

- Encourage people to visit your attraction by supplying high quality photographs that showcase the best of your venue.
- Photographs can be sent online for free via [www.WeTransfer.com](http://www.WeTransfer.com) to the above email address or sent on a disk to the above postal address. Please label correctly. Unfortunately disks are not returnable.
- Please do not supply any logos.
- Any necessary image credits for photographs need to be included on this form. Please specify which credit relates to which photo.
- Image credits will be given in the form of a tooltip (a user will see this when they hover the mouse over the photograph).
- Please note by providing us with photographs you are giving permission for us to use them to promote your venue on the Experience Wakefield website and on our Facebook, Twitter and Instagram accounts for a time of up to four years unless otherwise stated by you.

## Event Information

Please give details of each event (eg concert, festival, craft demonstration, garden show) at the establishment. **Please complete a separate sheet for each event.**

### Event

*Event Name	
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Please tick if picture of event is enclosed:

\*Please give details of entry charges including concessions and special rates for groups:


### Venue/Establishment

Please give the details of the location of the event if different from contact address (see below)

*Establishment Name:		
*Address		
*Postcode:		
Web site		

### Contact

Please give contact details for members of the public to use (if different from venue):

*Contact Name:		
*Telephone No:	Mobile No:	
Website:		
Email:		

Please tick what amenities will be available at the event:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Children welcome | <input type="checkbox"/> Dogs not accepted (except guide dogs) | <input type="checkbox"/> Smoking allowed     |
| <input type="checkbox"/> Disabled access  | <input type="checkbox"/> Facilities for hearing impaired       | <input type="checkbox"/> Smoking not allowed |
| <input type="checkbox"/> Dogs accepted    | <input type="checkbox"/> Facilities for visually impaired      |  |

Please give a full description of the event: - *this is the main description of your event and is where you should really sell your event to potential visitors. This text field is unlimited so write as much information here as you can.*

Think about what will encourage visitors to come to your event. What audience do you want to attract? Is it a perfect family day out or is it just for art lovers? Make sure you include useful information about the day. Take a look at other event listings on the site for inspiration. Use plain English, check your spelling using Microsoft Word and provide a truthful and informative description of your event. Please don't use first person in the text e.g. we or us – this is to keep our standards the same across the entire website. **\*Please note your event will be rejected by the tourism team if there is not enough information in the this field.\***

Please give date(s) and time(s) for each day eg 9:00-13:00, 14:30 – 17:00. If different times for each day, please use separate rows.

Date(s)	Time
/ / to / /	

Further notes on opening arrangements:


Important Information - please read

Submitting your Information for promotion

This questionnaire is your way of telling Wakefield Council about your tourism product or service and of being part of their promotional activities for the coming year.

The information you provide may be published by the tourism promoters or may be used by Tourist Information Centres for helping with enquiries.

Occasionally, the tourism promoters may wish to share the information with other organisations so that it can be included in tourism-related publications.

There is no guarantee that your information will be published or used. If it is, the tourism promoters will make every reasonable effort to ensure accuracy. However, they regret that they cannot accept liability of any kind arising from the use or publication of the information, either by themselves or third parties, including where this is as a result of any error or omission on the part of the tourism promoters.

Your Declaration

I have read the information supplied and warrant that the information provided is true and accurate and if published will not constitute an offence under the Trade Descriptions Act 1968 or the Consumer Protection Act 1987.

**NB: You must ensure that the prices and other details that you display through the DMS are current and up to date. It is against the Trade Descriptions Act to charge prices higher than those you describe in your advertising.**

If you agree to your information, being used in the following ways, please tick the appropriate boxes:

- The tourism promoters sometimes make data available to carefully selected organisations whose products and services may be of interest to you. Please tick if you wish your data to be passed on in this way.
- The tourism promoters sometimes make data available to carefully selected organisations for inclusion in tourism-related publications and websites for the purpose of, but not limited to, providing you with potential additional customers and/or sales leads. Please tick if you wish your data to be passed on in this way.
- Please tick if you consent to the tourism promoters passing the information you have supplied to persons and/or organisations located outside the European Economic Area.

I accept the above statement for submission of information to tourism promoters.

Please note, below needs to be signed (or your email address in place of signature if returning by email) before your details can be published on the system

\*Signature

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\*Print Name

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Position

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\*Date

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Office code:

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(For office use only)

## Important information - please read

### Submitting your Information for Promotion

This questionnaire is your way of telling Wakefield Council's Tourism Team (tourism promoters) about your tourism product or service and of being part of their promotional activities for the coming year.

The information you provide may be published by the tourism promoters.

Occasionally, the tourism promoters may wish to share the information with other organisations so that it can be included in tourism-related publications.

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### Your Declaration

I have read the information supplied and warrant that the information provided is true and accurate and if published will not constitute an offence under the Trade Descriptions Act 1968 or the Consumer Protection Act 1987.

**Please note: you must ensure that the prices and other details that you display through the Experience Wakefield website are current and up to date. It is against the Trade Descriptions Act to charge prices higher than those you describe in your advertising.**

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