



www.experiencewakefield.co.uk

Experience Wakefield Website – Retail 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 retail business for inclusion on 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

Please return your completed form by post:

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

Alternatively, please e-mail your completed for to:

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 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.

1. Contact

Please details of the person for us to contact. This name and address will not be published to members of the public.

Business Name:			
Contact Name:	Mr / Mrs / Miss / Ms		
Address for correspondence:			Postcode:
Telephone No:		Mobile No:	
Email:			

Role:

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Bookings | <input type="checkbox"/> General Manager | <input type="checkbox"/> Press & PR |
| <input type="checkbox"/> Conferences | <input type="checkbox"/> HR | |

2. Retail Venue

Please give the location of the venue or tick here to use the same details as above

Venue Name:			
Address			
Postcode:			
Web site	www.		

Photographs

Please include the file names of venue photographs below, along with any image credit:

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Description

Please provide a description of your retail venue. This is the time to encourage people to visit. Be sure to highlight your main selling points and the key features of your business (**continue on a separate sheet if required**):

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Directions

Nearest motorway:		Junction:			
Easy to access by bus <input type="checkbox"/>		Easy to access by rail <input type="checkbox"/>			
Free parking:	<input type="checkbox"/>	Parking with charge:	<input type="checkbox"/>	Easy to access by public transport:	<input type="checkbox"/>

Parking

Free parking <input type="checkbox"/>
Parking charges:

Facilities

Please tick the amenities that the establishment has to offer:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accepts groups | <input type="checkbox"/> Facilities for hearing impaired | <input type="checkbox"/> Picnic Site |
| <input type="checkbox"/> Baby changing facilities | <input type="checkbox"/> Facilities for visually impaired | <input type="checkbox"/> Public Toilets |
| <input type="checkbox"/> Cash point | <input type="checkbox"/> Facilities for groups | <input type="checkbox"/> Pushchairs available |
| <input type="checkbox"/> Coach parties accepted | <input type="checkbox"/> Quality Assured Visitor Attraction | <input type="checkbox"/> Wheelchairs available |
| <input type="checkbox"/> Disabled access | | |
| <input type="checkbox"/> Disabled toilets | | |

Contact

Please give contact details for members of the public to use:

Contact Name:	Mr / Mrs / Miss / Ms		
Telephone No:		Mobile No:	
Website:	www.		
Email:			

Opening Times

Please give opening times for each day e.g. 9:00-13:00, 14:30 – 17:00 (if not open on a day please put a cross through it) or tick here if open 24 hours a day 365 days a year:

Season dates	Mon	Tues	Wed	Thur	Fri	Sat	Sun
___/___/___ to ___/___/___							
___/___/___ to ___/___/___							

Bank Holidays – if **different** from normal opening times above:

Open as normal

Reduced opening times – please specify below:

Further notes on opening arrangements (*e.g. latest admission time*):

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.

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.

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.

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:

Print Name:

Position:

Date: