



St Jude's Church
Dulwich Road
Herne Hill
London SE24 0PB

Telephone +44 (0)20 7738 5454
Website www.markallengroup.com

1. All copy for advertisements is subject to the approval of Mark Allen Music, Leisure & Travel Ltd, who reserve the right to decline or cancel any advertisement, even if ordered and paid for without stating any reasons therefore, and/or make modifications necessary to any advertisement in order to maintain the publication's standards. This includes placing the word 'ADVERTISEMENT', 'ADVERTORIAL' OR 'ADVERTISEMENT FEATURE' in advertising copy that simulates the editorial format.
2. Advertisements must be cancelled in writing, and can only be cancelled by giving Mark Allen Music, Leisure & Travel 6 weeks' notice prior to publication of the advertisement or any advertisement which forms part of a series. All cancellations will incur a 20% cancellation fee (or, in relation to advertisements which form part of a series, a 20% cancellation fee on the rate card amount of all the remaining advertisements to run in the series). This fee becomes payable immediately on receipt of the cancellation instruction.
3. Refunds cannot be given on cancellations of advertisements which have already been published in any publication or on any website.
4. No responsibility will be accepted for loss or damage to copy, artwork or photographs supplied.
5. Advertisers must ensure that the content of the advertisement complies with all legal requirements. The advertiser shall further indemnify Mark Allen Music, Leisure & Travel Ltd in respect of any claims, costs and expenses that may arise from anything contained within the advertiser's advertisement and published on the advertiser's behalf.
6. No guarantee is given that advertisements will be placed in any specified position on any specified page, unless the appropriate surcharge has been contracted and written agreement has been entered into.
7. It is the advertiser's responsibility to supply suitable material to Mark Allen Music, Leisure & Travel Ltd within the deadlines stipulated Mark Allen Music, Leisure & Travel Ltd at the time of the booking. If material is not forthcoming, Mark Allen Business & Leisure Ltd reserves the right to repeat old material, or to charge the client for the advertisement without it appearing. Advertising material must be supplied in such format, as stipulated by Mark Allen Music, Leisure & Travel Ltd accepts no responsibility for advertisements that are supplied without a colour proof.
8. Should an advertising agency be contracted to manage direct bookings, the value of the initial booking may not be diminished.

9. Payment terms are 30 days from date of invoice.

10. In the event of legal action being instituted for recovery of any amounts owing by the advertiser, the advertiser will be liable for all costs, including all legal costs.

11. The person confirming the advertisement on behalf of the advertiser warrants that they are duly authorised to act on behalf of the advertiser, and further bind themselves as surety and co-principal debtor for the due performance by the advertiser, and the due fulfilment and compliance of the terms and conditions of hereof.

Mark Allen Music, Leisure & Travel Limited. Registered Office: St Jude's Church, Dulwich Road, Herne Hill, London, SE24 0PB.