**  
Sponsored Venue Listing Template  
Sponsored Venue Listing Terms & Conditions:**

* By purchasing a Sponsored Venue Listing you are agreeing to a recurring subscription.
* Subscriptions are for a 12 month period.
* Each year you can update your description and images once, this can be done at anytime.
* If additional edits are required these can be made for a fee of AUS $50 +GST each time.
* Your new venue listing may take up to 5 days to go live on the website.
* If you want to cancel the subscription there is no refund for the remainder of the paid period.
* When you cancel a subscription the next recurring subscription payment will not be made.

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| --- | --- | --- |
| **Venue Name** |  | |
| **Excerpt**  Appears at the top of the page in bold. | Suggested: 11 – 20 words | |
| **Describe your high tea** | What makes you venue unique?  What’s the inspiration for the high tea menu?  About your venue and location.  Approximately 300 – 600 words | |
| **6 photos** | Horizontal format.  Best to send us the original high resolution photos. | |
| **Logo** | At least 400 pixels wide | |
| **Address** |  | |
| **Email address for bookings** |  | |
| **Phone number for bookings** |  | |
| **Venue website** |  | |
| **Your Facebook Profile** |  | |
| **Your Instagram Profile** |  | |
| Your Details (These details are not published on the listing, but this is how we contact you.) | |  |
| **Name:** |  | |
| **Position Title:** |  | |
| **Your email address** |  | |
| **Your contact phone number** |  | |

* Send the completed template and photos to: [mmilton@highteasociety.com.au](mailto:mmilton@highteasociety.com.au)
* If you have large files please send these via a file sharing, tool for example: Dropbox or Google Drive.
* You will receive the invoice via email.

##### **If you have any questions you can contact Michelle Milton, Director** **at High Tea Society via email: mmilton@highteasociety.com.au or call: +61 (0)4 1718 5458.**