September 2019

To: Local Businesses

**Re: Christmas Lights Festival – Saturday 30th November 2019, 3.00pm–7.30pm**

As in previous years, the Parish Council is producing a brochure to accompany the Christmas Lights Festival event. This brochure will be delivered to 3,500 homes and businesses in Kings Langley including those just outside the parish.

If you would like to advertise in the brochure, please complete the table below and return with payment as soon as possible but before Monday 14th October.

Payments should be made to *Community Action Dacorum* (Charity No. 288080). See ways to pay, below.

Yours faithfully

Gerry Angiolini

Chair, Christmas Lights Festival Committee

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**Contact Details:**

|  |  |
| --- | --- |
| Name: |  |
| Shop / Business: |  |
| Address: |  |
| Telephone Nos: |  |
| Email: |  |

|  |  |
| --- | --- |
| **I would like the following size advert:** | **√** |
| ¼ page - £50 (Portrait - height 9cm x 6.3cm) |  |
| ½ page - £75 (Landscape - height 9cm x 13cm) |  |
| Full page - £125 (Portrait - height 19cm x 13cm) |  |

|  |  |
| --- | --- |
| Please find enclosed an image of my advert to scan |  |
| I will send my advert in jpeg or pdf format to [klpc@kingslangley-pc.gov.uk](mailto:klpc@kingslangley-pc.gov.uk) |  |
| Please use the same advert as last year |  |

|  |  |
| --- | --- |
| I would like an invoice / receipt for my records |  |

|  |  |
| --- | --- |
| Signed: | Date: |

|  |  |
| --- | --- |
| **Ways to pay (quote ref. KLCB) – please tick your chosen method:** | |
| 1. Cash (sent to Kings Langley Parish Council) |  |
| 1. Cheque made payable to Community Action Dacorum (sent to Kings Langley Parish Council) |  |
| 1. BACS payment to Metro bank - sort code 23-05-80 - account no 13424772 |  |
| 1. Credit / debit card at [www.communityactiondacorum.org.uk](http://www.communityactiondacorum.org.uk) |  |

Christmas Lights Brochure Advertising Letter - form 2019