

# COMMUNITY SPACES TERMS AND CONDITIONS.



These terms apply as of May 2026 and will be displayed in our office. Upper Clutha Messenger (also referred to as The Messenger or we) reserves the right to change all or any of these terms at any time.

Community Articles and My Community Diary are free advertising spaces for not-for-profit groups and organisations to utilise. The space is for upcoming news and events, and is not for news of events past, political or business purposes. You must apply for these free spaces and may be asked for further information to ensure that the article/listing is being used correctly and in line with the above. If any money is charged/being raised for your event, we will need assurance that this money is for not-for-profit use only. The Messenger reserves the right to amend, abbreviate or refuse to publish any advertisement which in Management's opinion appears to contravene the law, is likely to cause offence or is objectionable for any other reason.

## COMMUNITY ARTICLES

Weekly community-based articles, with a focus on future events. All community articles are full colour features. One selected article will be featured on the front page of the Messenger, while additional articles will appear in the My Community News, What's On or General sections. The space is not for news of events past, political or business purposes. Wording for the article must be between 200-250 words, written in the style of a newspaper article.

- If you have a headline that you would like to accompany your story, please provide this as well - the wittier the better!
- A photo must accompany your story, we prefer this in either jpeg or pdf format, and the photo must be high resolution (at least 300dpi). The photograph should preferably have people in and cannot be advertising any businesses.

The deadline for Community Articles is 12.00pm on the Thursday before publication. There may be an exception for public holidays.

The Upper Clutha Messenger cannot be held responsible for any incorrect data that you provide. Upper Clutha Messenger retains the right to edit, remove or otherwise change any material supplied for a community article.

## MY COMMUNITY DIARY

My Community Diary is a weekly calendar of not-for-profit events, meetings and openings. Entries are to be date specific – your entry is to be placed on the exact day of the event. A new entry is required for each weekly occasion. There is a facility on our website to input multiple weekly dates for the same event – use this only if there are to be NO changes to the text from date to date.

Larger amounts of text will be treated as an advertisement and subject to charge or rejection. Keep your entry concise (What, when, where) for example:

- Painting Group. 10.00am, 11 Dunganvon St, Wanaka. Enquiries to 03 443 7805. All welcome.

Max of 15 words for each entry. If the event is daily, we may note this in a specified category at the end of the diary. We reserve the right to edit My Community Diary entries as required.

The deadline for My Community Diary entries is 12.00pm on the Monday before publication. All diary entries to be placed through our website [mymessenger.co.nz](http://mymessenger.co.nz) If you are unable to access or use a computer, please call our office on 03 443 7805 or come into 24 Dunganvon St.

Upper Clutha Messenger cannot be held responsible for any incorrect data that you place online. Upper Clutha Messenger retains the right to edit, remove or otherwise change any material that we feel does not truly reflect the purpose of the My Community Diary.

## General terms for all advertising in The Messenger:

### YOUR ASSURANCES TO US

When we accept your advertisement we rely on your assurance that it is not:

- misleading or deceptive.
- in breach of the Fair Trading Act 1986 or other applicable law.
- defamatory or libellous.
- likely to cause offence against generally accepted standards.
- does not infringe someone else's intellectual property rights.
- complies with all relevant advertising codes of practice.
- will not give rise to any liability on our part or to a claim being made against us.

### RIGHT TO PUBLISH

We reserve the right to amend, abbreviate or refuse to publish any advertisement which in our opinion appears to contravene the law, is likely to cause offence or is objectionable for any other reason.

### PLACEMENT

We reserve the right to place advertisements in our publication in order to achieve the best page layout, balance or general appearance. We may correct or amend advertising to conform to style or for other genuine reasons as long as we do so using reasonable care. We do not accept page specific requests unless it is the front or back cover or a specific category. We do not otherwise guarantee any specific advertisement placement in The Messenger.

### CANCELLATIONS

Community spaces may be cancelled up until 12.00pm on the Friday before publication. After this time, your advertisement may still appear in the publication.

### PLACING ADS BY PHONE

When you telephone us to ask to publish an advertisement, our records of telephone numbers, addresses, the dates of insertion, the number of insertions and the advertisement copy are conclusive after the instructions and the advertisement having been read back by us and confirmed by you. If you do not wish to have us read these back to you, then our records are conclusive.

All community spaces should be placed through our website [mymessenger.co.nz](http://mymessenger.co.nz) however our staff are able to assist those who are unable to do so.

### CARE

We take every care with each advertisement you ask us to publish. However, you are not entitled to compensation of any sort, for any reason, if an advertisement is incorrect, published early or late, or not at all. Advertisers must tell us as soon as possible if there is an error or omission in any advertisement the advertiser has placed. We will not be liable for any indirect or consequential loss (which includes loss of revenue or profit) from an error or omission or failure to publish. If we are found to have any direct liability for any circumstance, that liability is limited to the cost of the space of the advertisement.

### FAILURE TO PUBLISH

Where we fail to publish an advertisement, we will allow you to reschedule it, providing that we have not refused to publish the advertisement for any reasons stated above. The placement of an advertisement or a change to an advertisement received after our deadline for that type of advertisement will be entirely at our discretion.