

TERMS OF BUSINESS

Park Lane Public Relations Ltd

Registered office: Barclays Bank Chambers, Stratford-upon-Avon, CV37 6AH

Registered in England. Company No: 6905456.

Mailing office: Ye Olde Cottage, Henley Road, Great Alne, Warwickshire, B49 6HR

1. Provision of Services:

Park Lane Public Relations Ltd – referred to as Park Lane PR - shall provide to its clients PR services and shall perform these with a reasonable level of skill, diligence, prudence and foresight which, as at the relevant time, would be expected from a skilled and experienced supplier of PR services seeking in good faith to comply with its obligations.

If a contract is in place, Park Lane PR guarantees that the services supplied by it shall comply with the specification contained in the contract. Hours and rates will be detailed in this contract. A contract may be terminated with one month's notice.

Third party products supplied and/or sub licensed by Park Lane PR as part of the services will be supplied in accordance with the relevant supplier's applicable terms.

2. Client responsibilities:

The client acknowledges that Park Lane PR's ability to provide PR services is dependent upon the full and prompt co-operation of the client as well as the accuracy and completeness of any information and data the client provides to Park Lane PR. The client agrees to provide Park Lane PR with all relevant information and images, in an acceptable format.

Park Lane PR should not be required to print any matter which is in its opinion of an illegal or libellous nature.

3. Prices and payments:

Payments are required, as per the agreed payment terms, for all PR and marketing activity, irrespective of the publication date of media coverage.

Park Lane PR reserves the right to seek prompt payment of invoices which have 28 day payment terms.

4. Intellectual property:

All proposal documents; press releases; press packs and other written materials prepared by Park Lane PR are the intellectual property of the company.

5. Copyright:

All photographs taken by Park Lane PR or by a photographer appointed by Park Lane PR, will remain the copyright of the photographer, unless otherwise agreed with the client.

6. Indemnity:

Park Lane PR is protected by professional indemnity for marketing, advertising and communications and by public and products liability.

Last updated: January 2023