**Sponsorship Agreement Contract**

**This document outlines the agreement between the society / club and the sponsor.**

1. **The Sponsor**

|  |  |
| --- | --- |
| **Sponsor Details** | |
| **Company Name** |  |
| **Address**  **City**  **Postcode** |  |
| **Contact Name** |  |
| **Job Title / Position** |  |
| **Email Address** |  |
| **Contact Number:** |  |

**I confirm that I am authorised to sign on behalf of the company.**

1. **The Beneficiary**

|  |  |
| --- | --- |
| **Club / Society Details** | |
| **Club / Society Name** |  |
| **Contact Name** |  |
| **Committee Position** |  |
| **Email Address** |  |
| **Phone Number** |  |

1. **Financial Agreement**

**If the sponsor has agreed to make a financial contribution to the society, then please complete this section. If the agreement does not involve financial compensation please move to section 4.**

|  |  |
| --- | --- |
| **The sponsor has agreed to pay the society a total sum of:** | |
| **NET** | **£** |
| **Inc. VAT** | **£** |
| **This sum will be paid as one single payment for the whole year** | |
| **Payment will be made on** |  |
| **OR** | |
| **This sum will be paid as a number of smaller instalments** | |
| **Number of Instalments** |  |
| **Amount of each instalment (inc. VAT)** |  |
| **Frequency of payments** |  |
| **Date of first payment** |  |

**The Students’ Union Administrator will request an invoice for the amount specified above on behalf of the club / society. Payment details will be provided on the invoice.**

**If the money is being given to the club / society for a particular purpose, please specify below.**

|  |  |
| --- | --- |
| **The sum provided by the sponsor will be spent on:** | |
| **Equipment** | **Clothing / Uniform** |
| **Travel** | **Event Attendance** |
| **Sports Kit** | **Other (*please specify below*)** |
|  | |

1. **Other Agreements**

**If the sponsor has agreed to support the club / society through a form of compensation which does not involve a direct payment to the beneficiary, please complete this section.**

**The sponsor will provide the club / society with discounted services:**

|  |  |
| --- | --- |
| **Discount offered (percentage / amount)** |  |
| **Discount applies to** |  |
| **Discount start date** |  |
| **Discount end date** |  |
| **Additional notes** |  |

**The sponsor will provide the club / society with specific items of clothing:**

|  |  |
| --- | --- |
| **The clothing to be supplied** |  |
| **Quantities** |  |

**The sponsor will provide the club / society with use of facilities or equipment:**

|  |  |
| --- | --- |
| **Facilities / Equipment offered** |  |
| **Reason for use** |  |
| **Start date** |  |
| **End date** |  |
| **Additional notes** |  |

**The sponsor will provide the club / society through alternate means, outlined below:**

|  |
| --- |
|  |

1. **Responsibilities of the Club / Society**

**As part of this agreement, the club / society agrees to undertake the following services:**

**The beneficiary will advertise the sponsor on society clothing / equipment:**

|  |  |
| --- | --- |
| **Advert to be displayed on** |  |
| **Advert location / size** |  |
| **Advert to consist of** |  |
| **Additional notes** |  |

**The beneficiary will host / attend events or activities with the sponsor:**

|  |  |
| --- | --- |
| **Event / Activity description** |  |
| **Event / Activity frequency** |  |
| **Number of attendees** |  |
| **Club / Society involvement** |  |

**The beneficiary will support the sponsor through alternate means, outlined below:**

|  |
| --- |
|  |

1. **Important Notes**

* **All promotional material will be provided at the sponsor’s own expense.**
* **The sponsor will provide any promotional artwork (advertisements, logo’s etc.).**

1. **Signature**

|  |  |
| --- | --- |
| **Agreement on behalf of the Sponsor** | |
| **Signed** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Agreement on behalf of the Club / Society** | |
| **Signed** |  |
| **Name** |  |
| **Committee Position** |  |
| **Date** |  |
| **Signed** |  |
| **Name** |  |
| **Committee Position** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Agreement on behalf of the Students’ Union** | |
| **Signed** |  |
| **Name** |  |
| **Position** | **Students’ Union Manager** |
| **Date** |  |