**Sponsorship Agreement Contract**

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

1. **The Sponsor**

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| **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.**

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| **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.**

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| **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:**

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|  |

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:**

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|  |

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**

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

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

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