**SPONSORSHIP CONTRACT**

**For Clubs and Societies**

**University of Southampton Students’ Union,** Building 42, University Road, Southampton,

SO17 1BJ web: [www.susu.org](http://www.susu.org) email: suactivities@soton.ac.uk

*Before completing the contract, please ensure you have followed the procedures outlined in the Sponsorship Guidelines*.

This contract should be completed in black print and must be approved and signed by a representative of the respective club or society and, subsequently, signed by the sponsor. The form should then be signed by University of Southampton Student’ Union Head of Activities and the Business Development Manager. Once signed, the club/society shall retain the original and must provide copies for the sponsor and University of Southampton Student’ Union.

The University of Southampton Student’ Union takes its responsibilities around data protection very seriously. You can view our Data Protection and Information Security Policy, as well as our organisation’s Privacy Notices at [www.susu.org/about/privacy-policy](http://www.susu.org/about/privacy-policy).

1. **The Sponsor**

This contract is made between the sponsor and the beneficiary as listed below:

|  |  |
| --- | --- |
| **Name of sponsor:** |  |
| **Type of business:** |  |
| **Contact name:** |  | **Position:** |  |
| **Email:** |  |
| **Telephone:** |  |  |
| **Address line 1:** |  |  |
| **Address line 2:** |  |  |
| **Address line 3:** |  |  |
| **Address line 4:** |  |  |
|  |
| **Head Office Details** |
| **Address line 1:** |  | **Telephone:** |  |
| **Address line 2:** |  | **Email:** |  |
| **Address line 3:** |  |
| **Address line 4:** |  | **Website:** |  |

1. **The Beneficiary**

The beneficiary of this sponsorship agreement will be:

|  |  |
| --- | --- |
| **Name of club or society:** |  |
| **Name of individual team:** |  *(if appropriate)* |

If the sponsor has agreed to sponsor

the beneficiary in the form of a monetary payment,

then please complete section 3. If the sponsorship is to

take another form, move straight to section 4. If the sponsorship incorporates aspects of both, please complete both sections.

1. **Financial Agreement**

The Sponsor has agreed to give the beneficiary a total sum of: £ (Net)

 £ (inc. VAT)

*Please tick and complete the appropriate section below.*

**This sum will be paid as one single payment for the whole year.**

Payment to be made on: *(date)*

**This sum will be paid as a number of smaller instalments,** include on additional sheet if necessary.

|  |  |  |
| --- | --- | --- |
| The sponsorship will be paid in: |  | *(no. of instalments)* |
| Each instalment will be to the sum of: | £ | *(inc VAT)* |
| These instalments will be paid: |  | *(eg. monthly / weekly)* |
| Commencing on: |  | *(date of 1st payment)* |

*An invoice for the amount specified VIA the payment plan outlined above will be raised by the club/society/University of Southampton Student’ Union where applicable. Payment options are shown on the invoice.*

Purchase Order Number *(if applicable)*:…………………………………………………………………

If this sum is being given to the beneficiary for a particular purpose, please identify what the sum is for in the table below. If this section is left blank it will be assumed that there are no preconditions as to what the beneficiary can spend the sum on.

The sum provided by the sponsor is to be spent on:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Equipment |  | Playing / Training kit |  | Event / tournament attendance |
|  |  |  |  |  |  |
|  | Travel |  | Social Clothing  |  | Other\* |
|  |  |  |  |  |  |
| \*If you ticked other, please give details below; |
|  |
|  |
|  |

1. **Services Agreement**

The Sponsor has agreed to support the beneficiary through a form

which does not constitute a direct payment to the beneficiary. This support

will take the following form:

*Please tick and complete the appropriate section below.*

**The sponsor will provide the beneficiary with a discount.**

|  |  |  |
| --- | --- | --- |
| The discount offered is: |  | *(% or amount)* |
| To be offered to: |  | *(club/society or individuals)* |
| Discount applies to: |  | *(certain goods or services)* |
| Commencing on/at: |  | *(start date or time)* |
| Ending on/at: |  | *(end date or time)* |
| Additional details: |  |  |
|  |  |  |

 **The sponsor will provide the beneficiary with specific kit/clothing.**

|  |  |  |
| --- | --- | --- |
| The kit to be supplied is: |  | *(type of garment)* |
| With a total quantity of: |  | *(number of garments)* |
| Additional details: |  |  |
|  |  |  |

 **The Sponsor will provide the beneficiary with use of specific equipment/facility.**

*If the sponsor has agreed to provide the beneficiary with the use of a specific facility, they must provide evidence that they have permission and capability to do so.*

|  |  |  |
| --- | --- | --- |
| The beneficiary will get use of: |  | *(equipment/facility)* |
| To be used for: |  | *(reason for use)* |
| To be used on: |  | *(day or date and/or time)* |
| Additional details: |  |  |
|  |  |  |

 **The sponsor will support the beneficiary through an**

 **alternate means detailed below.**

|  |
| --- |
|  |
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|  |

1. **Responsibilities of the beneficiary**

As part of this agreement the beneficiary agrees to undertake the following services:

*Please tick and complete the appropriate section below.*

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

|  |  |  |
| --- | --- | --- |
| Advert to be carried on: |  | *(garments or items)* |
| Advert to be located: |  | *(position and size)* |
| Advert to consist of: |  | *(logo or slogan)* |
| Additional details: |  |  |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Event or activity: |  | *(nature of event)* |
| Regularity: |  | *(one-off, weekly, 2 per term)* |
| Beneficiary attendance: |  | *(all members / specific nmbr)* |
| Beneficiary involvement: |  | *(social event, performance)* |
| Additional details: |  |  |
|  |  |  |
|  |  |  |

 **The beneficiary will support the sponsor through an alternate means detailed below.**

|  |
| --- |
|  |
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|  |

1. **Important Details**
* The University of Southampton Student’ Union will endeavour

to provide such opportunities for the publicity of this sponsorship agreement

as are afforded clubs and societies within the boundaries of our policy and other

services as laid out in the sponsorship guide.

* All promotional materials (e.g., signs, banners, artwork and printed materials) will be provided at the sponsor’s own expense.
* Upon termination of this agreement, the University of Southampton Student’ Union and the club/society shall remove all sponsors advertising material from equipment and agree, if applicable, to discontinue the use of the sponsor’s logo.
* All Charity Events or Fundraisers must be organised through University of Southampton Student’ Union staff. Please contact suactivities@soton.ac.uk for more details. Please note that we **cannot** provide access to Campus facilities to external companies for any reason.
* All monies must be received within 30 days of receipt of an official invoice.
* All monies **must** be paid directly to the club/society, or University of Southampton Student’ Union where applicable. University of Southampton Student’ Union will not accept responsibility for any payment given to Club or Society representatives.
* Correspondence relating to this agreement should be via the University of Southampton Student’ Union and addressed to the Activities team via email - suactivities@soton.ac.uk
* Where possible, please consider keeping contracts limited to a 12-month period. When a club or society committee renews each year, they may have a different vision and want to go in a different direction.
* Sponsors agree to provide artwork within a set timeframe of 30 days from signing of this contract.
* Any artwork that contains logos must be approved by the relevant person, i.e., if it is the sponsors logo in the artwork, they must agree to how it has been used. This works the same for the club as well as the University of Southampton Students’ Union. This agreement should be provided in writing (email is acceptable) to provide accountability.
* This contract does not give the sponsor any rights to the club/society, the University of Southampton Students’ Union or the University of Southampton branding, logos or name.
1. **Signatures**

This contract is valid from and will cease on the dates listed below,

unless notified by writing from either party giving one month’s notice.

The University of Southampton Students’ Union recommends keeping contracts to a maximum of 12 months, ensuring that the contract does not go over a new committee being chosen. A new committee may have a different vision and want to go in a different direction, so contracts should be re-visited and agreed then.

Please note that this contract **does not** renew automatically.

**Date contract will commence: ………………………………………………..**

**Date contract will cease (end): ……………………………………………….**

|  |  |  |  |
| --- | --- | --- | --- |
| **1st Signature on behalf of** **The University of Southampton Student’ Union** | **2nd Signature on behalf of** **The University of Southampton Student’ Union** | **Signature on behalf of** **the beneficiary** | **Signature on behalf of** **the sponsor** |
|  |  |  |  |
| **Print Name:**  | **Print Name:**  | **Print Name:**  | **Print Name:**  |
| **Position:** | **Position:** | **Position:** | **Position:** |
| **Date:** | **Date:** | **Date:** | **Date:** |