

TEAM BCU SPONSORSHIP AGREEMENT

This document outlines the agreement between the society and the sponsor as detailed below. It explains the expectations of both parties and any deadlines which need to be met.

This document needs to be signed on behalf of the **sponsor**, the **society** and **Birmingham City Students' Union** as per section 7 below.

1. The Sponsor

This contract is made between the sport/society and:

Company name	
Branch address	
City	
Postcode	
Business type	
Contact name	
Position in company	
Contact number	
Email address	

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

2. The Beneficiary

This beneficiary of this sponsorship agreement will be:

Sport/Society:

(Please include specific team – for example 'Men's 2nd' – if applicable)

3. Financial Agreement

If the sponsor has agreed to provide **FINANCIAL** compensation to the society, then please complete this section. If the compensation is not financial, please move to section 4 and if it involves both monetary *and* non-monetary compensation, please complete both section 3 and 4.

The sponsor has agreed to pay the beneficiary 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:

An invoice for the amount(s) specified above will be raised by the finance department of Birmingham City Students' Union on behalf of the beneficiary. Payment details will be provided in the invoice.

If this sum is being given to the beneficiary for a particular purpose, please specify this 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

Social clothing

Travel

Event/tournament attendance

Playing/training kit

Other (*please specify below*)

4. The Sponsor

The sponsor has agreed to support the beneficiary through a form of compensation which does not constitute a direct payment to the beneficiary. This support will take the following form:

The sponsor will provide the beneficiary with **discounted services**:

Discount offered (percentage or amount)	
Discount applies to	
Discount start date (inclusive)	
Discount end date (inclusive)	
Additional notes	

The sponsor will provide the beneficiary with **specific items of clothing**:

The clothing to be supplied	
Quantities (Attach a separate sheet if required)	

The sponsor will provide the beneficiary with use of **facilities or equipment**:

Facilities or equipment offered	
Reason for use	
Start date (inclusive)	
End date (inclusive)	
Additional notes	

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

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5. Responsibilities of the beneficiary

As part of this agreement, the beneficiary 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	
Beneficiary involvement	

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

6. Important notes

- All promotional stationary (including, but not limited to, signs; artwork; printed materials etc) will be provided at the sponsor's own expense.
- The sponsor will be expected to provide any artwork (advertisements, hi-resolution logo's or images etc) for use by the sponsor in good time. Any delay in providing artwork may result in the agreed services provided by the beneficiary being delayed.
- Upon termination of this agreement the beneficiary will return all advertising materials and agree, if applicable, to stop using the sponsor's logo. This may include destroying any clothing or equipment bearing the sponsor's logo.
- The beneficiary must ensure all goods, kit or equipment are ordered through their designated student group coordinator at BCUSU and kept in good condition as far as is practicable.
- All monies must be received within 30 days of receiving an official invoice.
- The sponsor must send monetary sponsorship directly to BCUSU who will then transfer the money to the correct society/sport account. No cash, cheque or electronic payment should be handled directly by the beneficiary.
- Correspondence relating to this agreement should be between the sponsor, the beneficiary and the relevant Student Group Coordinator.

7. Signatures of participants

Agreement on behalf of The Sponsor:

Signed	
Name	
Position	
Date	

Agreement on behalf of The Beneficiary:

NB: This document should be signed by the sport/society President AND a second committee member below.

Signed	
Name	
Committee Position	
Date	

Signed	
Name	
Committee Position	
Date	

Agreement on behalf of Birmingham City Students' Union:

NB: This document should be signed by the relevant society coordinator/manager AND a member of the Executive Officer team.

Students should not sign on behalf of the Students' Union and doing so will invalidate this agreement.

Signed	
Name	
Position	Society Coordinator / Societies, Sports and Volunteering Manager
Date	

Signed	
Name	
Position	Executive Officer (or nominee)
Date	