

SPONSORSHIP CONTRACT

For Clubs and Societies



Worcester Students' Union

University of Worcester, Henwick Grove, Worcester, WR2 6AJ
tel: 01905 543210 web: www.worcsu.com

Before completing the contract, please ensure you have followed the procedures outlined in WSU's Sponsorship Guide, which is available on the [Committee Resource Hub Funding and Finance page](#).

This contract should be completed electronically 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 the Worcester Students' Union (WSU)'s Vice President Student Activities and Chief Executive. Once signed, the club/society shall retain the original and must provide copies for the sponsor and WSU.

WSU 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 <https://www.worcsu.com/yourunion/gdpr>. WSU will only ever use your data for legitimate purposes.

1. The Sponsor

This contract is made between Worcester Students' Union (WSU) and:

(to be completed by the sponsor)

Name of sponsor:			
Type of business:			
Contact name:		Position:	
Telephone:		Fax:	
Email:			
Address line 1:			
Address line 2:			
Address line 3:			
Address line 4:			

Head Office Details

Address line 1:		Telephone:	
Address line 2:		Fax:	
Address line 3:		Email:	
Address line 4:		Website:	

2. 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.

3. 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: _____ (e.g. 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 Finance Department of WSU. Payment options are shown on the invoice.

If this sum is being given to the beneficiary for a particular purpose, please identify what the sum is for in the table on the next page. 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:

<input type="checkbox"/> Equipment	<input type="checkbox"/> Playing / Training kit	<input type="checkbox"/> Event / tournament attendance
<input type="checkbox"/> Travel	<input type="checkbox"/> Social Clothing	<input type="checkbox"/> Other*

*If you ticked other, please give details below:

4. 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.**

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.**

5. 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, termly)
Beneficiary attendance: _____ (all members / specific number)
Beneficiary involvement: _____ (social event, performance)
Additional details:

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

6. Important Details

- Worcester Students' Union (WSU) will endeavour to provide such opportunities for the publicity of this sponsorship agreement as are afforded clubs and societies within the boundaries of WSU policy and other services as laid out in the [sponsorship guide](#).
- All promotional stationary (e.g. signs, banners, artwork and printed materials) will be provided at the sponsor's own expense.
- Upon termination of this agreement WSU shall return all advertising material and agree, if applicable, to discontinue the use of the sponsor's logo.
- All goods, kit or equipment must be ordered through WSU staff. WSU will not be responsible for any goods or payment of goods, not ordered through WSU via the correct channels.
- All monies must be received within 30 days of receipt of an official invoice.
- All monies **must** be paid directly to Worcester Students' Union. WSU will not accept responsibility for any payment given to Club or Society representatives.
- Correspondence relating to this agreement should be via WSU and addressed to the Vice President Student Activities and the Chief Executive

7. Signature of Participants

This contract is valid from the date of signature until the final day of the academic year it is signed, unless notified by writing from either party giving one month's notice.

**Signature on behalf of
the Beneficiary**

Print name

Position:

Date _____

**Signature on behalf of
the Sponsor**

Print name

Position:

Date _____

**Signature on behalf of
Worcester SU**

Print name

Position:

Vice President Student
Activities

Date _____

**Signature on behalf of
Worcester SU**

Print name

Position:

Date _____