**AGREEMENT**

of sponsorship of ..................................................... by ................................................................

This agreement is made on the .......... day of ....................................... in the year .....................

1. **Definitions**

For the purposes of this agreement:

........................................, Nottingham Trent Students’ Union, The Student Union, Shakespeare St., Nottingham NG1 4GH is hereinafter described as “the Society”.

............................................................................................................................................ ....................................................................................................................................................is hereinafter described as “the Sponsor”.

1. **Duration of this Agreement**

This agreement will commence immediately upon the date of signature and terminate **on the 30th of June at 23:59 hours** after the date of signature.

1. **Acceptance of this Agreement**
	1. Upon signing this agreement, the sponsor shall be bound by the Nottingham Trent Students’ Union terms and conditions of society sponsorship.
	2. Failure to comply with the Terms and Conditions of the Students’ Union will result in termination of this contract.
	3. Unauthorised publicity on campus is prohibited. This includes the employment of Student Brand Managers and distribution channels outside the SU’s control.
	4. Nottingham Trent Students’ Union is unable to countenance or countersign any sponsorship arrangements which:
		1. Require minimum attendance
		2. Encourage binge drinking
		3. Directly or indirectly encourage anti-social behaviour
		4. Do not reflect the values of the union concerning respect and diversity.
2. **Obligations of the Society**

The Society will provide the following:

* 1. Include the Sponsor’s logo on all club/society clothing.
	2. Include the Sponsor’s logo and web link on all email correspondence.
	3. To distribute flyers to all the Society’s members twice a term.

(edit and add as appropriate)

1. **Obligations of the Sponsor**

The Sponsor agrees to:

* 1. Provide the Society with all promotional materials required for the promotions set out in these terms and conditions upon the request of the Students’ Union, and to the required specifications.
	2. Pay the Society a fee of £............ exclusive of VAT no later than 30 days from the date of invoice. Payment will be by BACS, following an invoice provided by NTSU.
	3. Be available for consultation should the Society require further information during the term of this contract.
1. **Details of Sponsor**

**Lead Contact**

Name .........................................................................................

Email **……………………………………………………………………………………**

**Address** (for purpose of posting the invoice)
 **.........................................................................................................................................................
..................................................................................................................................................................................................................................................................................................................**Postcode **...........................**

1. **Payment Amount(s) & Date(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Term 1** | **Term 2** | **Term 3** | **One Off Payment** |
| **£** | **£** | **£** | **£** |
| **Date**  | **Date** | **Date** | **Date**  |

*(edit and add as appropriate)*

**Signed for and on behalf of the above-named Sponsor:**

Signature …………………………………………………………………………………………..

Name …………………………………………………………………………………………………

Position ………………………………………………………………………………………………

Date …………………………………………………………………………………………………..

**Signed for and on behalf of the above-named Society:**

Signature …………………………………………………………………………………………..

Name …………………………………………………………………………………………………

Position ………………………………………………………………………………………………

Date …………………………………………………………………………………………………..

**Signed for and on behalf of Nottingham Trent Students’ Union:**

Signature …………………………………………………………………………………………..

Name …………………………………………………………………………………………………

Position ………………………………………………………………………………………………

Date …………………………………………………………………………………………………..

**TERMS AND CONDITIONS OF SPONSORSHIP**

1. ONLY ARTWORK APPROVED BY NOTTINGHAM TRENT STUDENTS’ UNION (NTSU) WILL BE DISPLAYED.
2. IN THE EVENT THAT FOR ANY REASON NTSU SHALL CANCEL ALL OR ANY PART OF THIS SPONSORSHIP OR BE UNABLE TO PERFORM ITS OBLIGATIONS UNDER THIS AGREEMENT THEN THE LIABILITY OF NTSU SHALL BE LIMITED TO THE REFUND OF ANY PAYMENTS RELATING TO THE SPECIFIC ITEM OF CANCELLATION MADE BY THE CLIENT TO NTSU UNDER THIS AGREEMENT.
3. IN THE EVENT THAT FOR ANY REASON NOTTINGHAM TRENT STUDENTS’ UNION DOES NOT CONFIRM OR CANCELS THE EVENT THEN THE LIABILITY OF NTSU SHALL BE LIMITED TO THE REFUND OF ANY PAYMENTS RELATING TO THE SPECIFIC ITEM OF CANCELLATION MADE BY THE CLIENT TO NTSU UNDER THIS AGREEMENT.
4. ANY ARTWORK WHICH IS CONSIDERED INAPPROPRIATE, OR IS DEEMED TO CAUSE OFFENCE BY THE NTSU PRESIDENT OR EXECUTIVE COMMITTEE (ADVISED BY NTSU MANAGERS) WILL NOT BE DISPLAYED, AND NO REFUND WILL BE GIVEN IF ALTERNATIVE, SUITABLE ARTWORK IS NOT PROVIDED IN ITS PLACE BEFORE THE AGREED DEADLINE.
5. ONLY COMPANIES/ORGANISATIONS WHO MEET NTSU’S EXTERNAL ORGANISATIONS POLICY ARE ELIGIBLE TO ADVERTISE WITH NTSU.
6. SIGNING OF THIS FORM CONTRACTUALLY OBLIGES THE CLIENT TO MAKE FULL PAYMENT OF THE FEE AS DETAILED OVERLEAF.
7. BY SIGNING THIS SPONSORSHIP FORM I DECLARE THAT ALL GOODS/SERVICES TRADED/ADVERTSIED WITHIN NTSU ARE OF A REASONABLE STANDARD, AND ARE NOT DEFECTIVE.
8. BY SIGNING THIS SPONSORSHIP FORM I AGREE NOT TO SELL/ADVERTISE PRODUCTS/SERVICES UNDER FALSE PRETENCES, OR MISLEAD CUSTOMERS AS TO THE PRODUCT/SERVICE’S PURPOSE AND/OR CAPABILITIES.
9. ALL PRODUCTS/SERVICES ON OFFER ARE LEGAL AND HAVE BEEN OBTAINED BY LEGAL MEANS, AND THE RELEVANT LICENCE(S) FOR THE SALE OF THE PRODUCTS/SERVICES ARE HELD BY ME OR THE COMPANY I REPRESENT.
10. ALL PRODUCTS/SERVICES CONFORM TO COPYRIGHT AND PIRACY LAWS RELEVANT TO THE UNITED KINGDOM.
11. I ACCEPT THAT BY SIGNING THIS FORM THAT, SHOULD THE COMPANY I HEREBY REPRESENT BREACH ANY OF THE ABOVE TERMS AND CONDITIONS, WE WILL BE ASKED TO LEAVE NTSU AND ANY UNLAWFUL PRACTICES WILL BE REPORTED TO THE POLICE.
12. COMPANIES ARE RESPONSIBLE FOR PROVIDING THE SOCIETY WITH ANY MATERIALS RELEVANT TO THE SPONSORSHIP.
13. NTSU ACCEPTS NO RESPONSIBILITY FOR ANY DAMAGE TO, OR LOSS OF, DISPLAY MATERIALS WHILST ON THE PREMISES.
14. NTSU ACCEPTS NO RESPONSIBILITY FOR ANY DAMAGE TO, OR LOSS OF, GOODS WHILST ON THE PREMISES.
15. NTSU RESERVES THE RIGHT TO RECHARGE ANY COSTS RELATING TO DAMAGES CAUSED BY EXTERNAL ORGANISATIONS IGNORING INSTRUCTIONS PROVIDED BY NTSU TO THOSE ORGANISATIONS.
16. ALL ADVERTISING MUST ADHERE TO THE BRITISH CODES OF ADVERTISING AND BE HONEST AND TRUTHFUL.
17. FULL PAYMENT OF THE AGREED FEE MUST BE MADE IN FULL ON THE DATE AGREEED WITHIN THE SPONSORSHOP CONTRACT, OTHERWISE NTSU RESERVES THE RIGHT TO TERMINATIE THE SPONSORSHIP AGREEMENT FORTHWITH.