**Clubs and Societies Sponsorship Agreement**

This document has been created to assure that all clubs and societies take a consistent approach when making agreements with sponsors. This type of written agreement is vital to ensure that the expectations of both parties are clear and concise.

Fields in RED text will need to be filled out.

The Sponsorship Agreement must be submitted to the Arts University Bournemouth Students’ Union (AUBSU) for approval.

If you need any help in completing this document, please contact AUBSU at studentunion@aub.ac.uk

**Sponsorship Agreement between CLUB/SOCIETY NAME & SPONSOR NAME**

1. **Definitions**

For the purposes of the agreement:

1.1 CLUB/SOCIETY NAME, Arts University Bournemouth Students’ Union, Wallisdowne, Poole, BH12 5HH is described as the CLUB/SOCIETY ABBREVIATION (e.g. Arts University Bournemouth Students’ Union is abbreviated to AUBSU)

1.2 SPONSOR NAME, ADDRESS 1, ADDRESS 2, ADDRESS 3, POSTCODE is described as SPONSOR NAME ABBREVIATION

1. **Duration of Agreement**

This agreement will last for X DAYS/MONTHS/YEAR (MAX 1 YEAR) from the date of signature.

1. **Acceptance of this Agreement**

3.1 Upon signing this agreement, SPONSOR NAME are bound by AUBSU’s terms and conditions

3.2 Failure to comply with the terms and conditions of AUBSU will result in termination of this contract

3.3 Unauthorised publicity on campus is prohibited. This includes the employment of Student Brand Managers and distribution channels outside AUBSU’s control. Unauthorised publicity will result in immediate termination of this agreement.

1. **CLUB/SOCIETY NAME obligations**

CLUB/SOCIETY NAME will provide the following:

(This bit should summarise all of the activities you have agreed to provide for the sponsor. Only agree to provide things that you can realistically deliver. The points listed below are only examples – please add/delete/amend as required)

* Include agreed SPONSOR NAME in Club or Society Merchandise
* Include SPONSOR NAME leaflets and posters
* Include SPONSOR NAME on the club/society page on the website
1. **SPONSOR NAME obligations**

SPONSOR NAME agrees to:

(NB. Sponsors obligations should summarise all of the resources they have agreed to provide your club/society. The points below are examples of the types of support you may have already agreed with your sponsor, please add/delete/amend as appropriate)

* Provide CLUB/SOCIETY NAME with all promotional materials required for the promotions set out in these terms and conditions, and to the required specifications (i.e. artwork for advertising, printed leaflets for distribution etc.)
* Pay CLUB/SOCIETY NAME a fee of £INSERT + VAT no later than 30 days from the date of invoice
* Offer CLUB/SOCIETY NAME a discount of…
* Be available for consultation should CLUB/SOCIETY NAME require further information during the term of this contract

**Signatures**

For and on behalf of CLUB/SOCIETY NAME

Signature

………………………………………………………………………………………………………………………

Name

………………………………………………………………………………………………………………………

Position

………………………………………………………………………………………………………………………

Date

………………………………………………………………………………………………………………………

For and on behalf of Arts University Bournemouth Students’ Union

Signature

………………………………………………………………………………………………………………………

Name

………………………………………………………………………………………………………………………

Position

………………………………………………………………………………………………………………………

Date

………………………………………………………………………………………………………………………

For and on behalf of SPONSOR NAME

Signature

………………………………………………………………………………………………………………………

Name

………………………………………………………………………………………………………………………

Position

………………………………………………………………………………………………………………………

Date

………………………………………………………………………………………………………………………

**Arts University Bournemouth Students’ Union Terms and Conditions**

**Generalities**

* As a students’ union, Arts University Bournemouth Students’ Union (AUBSU) has policies that do not allow the promotion of certain goods, services and companies. Please note that your proposal/booking may need to be passed and approved by the AUBSU Sabbatical Officers and/or Executive Committee before a go-ahead is given.
* We reserve the right to refuse to distribute any material we deem unsuitable. Our decision is final.
* A media booking does not constitute an endorsement by AUBSU, and any promotional material should not suggest such support
* If you are unsure about your promotion please send any copy, designs, and/or an outline of your promotion to studentunion@aub.ac.uk
* Any queries concerning the order must be received within 5 working days from the date of invoice

**Payment**

* Payment must be made within 30 days of invoice
* Payment may be made in advance with your order by cash or card

**Cancellations**

* All cancellations must be in writing to CLUB/SOCIETY NAME at Arts University Bournemouth Students’ Union no less than 28 days prior to the agreed date of sponsorship
* If a cancellation is made less than 28 days prior to the agreed date of sponsorship, the fee paid by the client/sponsor will be non-refundable

**Liability**

* In the event that for any reason Arts University Bournemouth Students’ Union shall cancel all or any part of the publication or event or be unable to perform their obligation under this agreement the liability of Arts University Bournemouth Students’ Union shall be limited to the refund of any payments made by the client/sponsor to AUBSU under this agreement
* No client/sponsor may take or receive monies by cheque, cash, debit or credit card or otherwise from any visitor on the day unless previously agreed by Arts University Bournemouth Students’ Union
* Any information collected by client/sponsor may only be used for that sponsor and may not be passed to or sold to any third parties. Clients/sponsors must comply with the Data Protection Act in relation to any data collected or obtained during events.
* Clients/sponsors are responsible at all times for the safety and security of their property. Arts University Bournemouth Students’ Union cannot be held responsible for any matters outside our control.
* All clients/sponsors must adhere to all Arts University Bournemouth Students’ Union policies at all times. Public sensitivity should be considered before the distribution of promotional material. Any violation of Arts University Bournemouth Students’ Union policies could result in you being asked to leave.
* Our decision is final. Failure to comply with these terms will result in your eviction from the events/activities without reimbursement.

**Inserts, leaflets and posters**

* Arts University Bournemouth Students’ Union takes no responsibility for the printing of any inserts, leaflets and posters
* Marketing communications should contain nothing that is likely to cause serious or widespread offence on the grounds of race, religion, sex, sexual orientation or disability. Compliance will be judged on the context, medium, audience, product and prevailing standards of decency.
* Arts University Bournemouth Students’ Union’s Digital Media Assistant reserves the right to re-word/edit copy intended for use on social media in order to adhere to AUBSU’s digital tone of voice

**Indemnity**

* You shall indemnify us against loss, actions, costs, claims, demands, expenses and liabilities whatsoever (if any) which may incur either in common law or by statute in respect of personal injury to, or death of, any person, or in respect of any loss or destruction of or damage to property (other than as a result of any default or neglect of ourselves or of any person for whom we are responsible) which shall have occurred in connection with any work execute by you under this contract.