**Sheffield Hallam Students’ Union**

**SPONSORSHIP AGREEMENT FORM**

Sheffield Hallam Students Union Club/Society details

| Club /Society / Project Name |  | |
| --- | --- | --- |
| Contact Name  Position in Club/ Society/Project |  | |
| Contact Address | Sheffield Hallam Students Union, Paternoster Row, Sheffield, S1 2QQ | |
| Telephone  Number(s) | Term Time tel no:  Home tel  no:  Mobile no: |  |
| Email Address | SHU email:  Personal  email: |  |

Company (Sponsor) details

| Name of organisation/ company |  |
| --- | --- |
| Contact Name & Job title in company  Address  Tel number  Email |  |
| Sponsorship type  Sponsorship total |  |

Period of Agreement \*

[insert day, month , year] to [insert day, month, year]

\* to note: no exclusivity deals or automatic two year deals are permitted

Description of sponsorship

| To include principle objectives of sponsorship |
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Costs for sponsorship

|  |
| --- |

Benefits of sponsorship for the club/society

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Benefits of sponsorship for the sponsor

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General terms and conditions of sponsorship agreement

| Including Targets / Criteria / Monitoring methods & reporting |
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Finance Arrangements

Payment dates / terms:

To Note: Student Groups to liaise with Sheffield Hallam Students Union to invoice the sponsor. All monies must be paid to: Hallam Union, The HUBS, Paternoster Row, Sheffield, S1 2QQ

Where the agreement involves the sponsors logo being displayed or student group promoting the sponsors products / events VAT is payable. Where student groups acknowledge support in a programme by just putting the sponsor’s name but do not use a logo VAT is not payable.

Termination clause

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Authorised signatures

This agreement is only formally authorised once it has been signed off by Sheffield Hallam Student Union’s Senior Leadership Team (SLT).

Please ensure a copy is retained by the sponsor, the student group and a copy is retained by Sheffield Hallam Students’ Union.

| Sheffield Hallam Students Union | |
| --- | --- |
| Name SLT:  Signed SLT:  Date: | |
| Club/Society/Project representative  (Same person as Contact name) | Sponsor company representative  (Same person as Contact name) |
| Name:  Signed:  Date: | Name:  Signed:  Date: |