



Richmond Road, Bradford, BD7 1DP
Tel: 01274 233242
Fax: 01274 235530
Email: ubu-finance@bradford.ac.uk
www.bradfordunisu.co.uk
VAT Registration No: GB180670072
Registered Charity Number: 1148622

UBU SPONSORSHIP CONTRACT

This contract agreement is between the UBU Sport Club or Activity Group and Sponsor (Details as below) in respect for the contract length specified below. By filling out this contract all parties, agree that they have read, understood and agreed to fulfil the terms and obligations stated in this contract and in the UBU policies and guidelines.

University of Bradford Union – Sport Club/Activity Group Details	
Name of Club/Group:	
Contact for the contract:	
Executive Position:	
Email:	
Sponsor Details	
Trading Name of organisation/company:	
Address:	
Contact name:	Job title/Position:
Tel No:	Email:
Invoicing Details (if different from above):	
Sponsorship Type - Monetary etc. Please Specify:	
If monetary sponsorship then by completing this sponsorship contract you are agreeing for us to invoice you for the agreed value and paying within 30 days (unless specified otherwise) of invoice date.	
Purchase Order Number:	
Sponsorship Total Cost:	
Contract Start date:	Contract End Date:

SUMMARY OF SPONSORSHIP AGREEMENT

--

SPONSOR DESCRIPTION – What type of company/organisation, what type of services/products, background and expectations. Website, aims / objectives

TERMS OF SPONSORSHIP

Description and details of any financial agreement:

KEY TERMS:

- PROVIDE SPONSORSHIP MONIES FOR THE AGREED VALUE & DURATION OF AGREEMENT
- PROVIDE ALL PROMOTIONAL MATERIAL & SUPPLY ARTWORK WHERE APPLICABLE
- THE CLUB / GROUP WILL ONLY ADHERE TO TERMS & CONDITIONS AREED ONCE THE SPONSORER HAS MADE THE FULL AGREED PAYMENT.
- UNAUTHORISED PUBLICITY IS PROHIBITED ON CAMPUS GROUNDS (INCLUDING UNIVERSITY BUILDINGS), CLOTHING, PRINTED MARKETING, AT EVENTS/MEETINGS, UBU WEBSITE (INC GROUP PAGE) OR SOCIAL MEDIA.
- MEET ALL RELEVANT DEADLINES & PAY WITHIN 30 DAYS FROM INVOICE DATE (UNLESS AGREED OTHERWISE)
- IF FOR ANY REASON THE SPONSORER DOES NOT PAY THE INVOICE WITHIN THE AGREED TERMS THEN UBU FINANCE WILL BE ENTITLED TO RECOVER THE FULL AGREED AMOUNT. (ANY EXTENSION MUST BE AGREED WITH UBU FINANCE).
- OVERDUE AMOUNTS MAY BE PASSED ON TO AN EXTERNAL DEBT COLLECTION AGENCY WHO MAY ADD FURTHER COMMISSION.
- WHERE THERE IS A DISPUTE BETWEEN ANY OF THE PARTIES THEN THEY MUST CONTACT UBU FINANCE TO TRY TO RESOLVE IT.
- UBU FINANCE WILL CREDIT THE CLUB / GROUP PRIVATE ACCOUNT IMMEDIATELY BUT IF INVOICES REMAIN UNPAID THEN UBU FINANCE MAY TAKE THIS CREDIT BACK.

ADDITIONAL TERMS AND CONDITIONS AND CLAUSES (e.g. 'small print', exclusivity, restrictions, etc.)

BENEFITS OF SPONSORSHIP FOR UBU CLUB/GROUP (including non-financial benefits)

BENEFITS OF SPONSORSHIP FOR THE SPONSOR (including non-financial benefits)

MONITORING THE AGREEMENT (e.g. review dates)

TERMINATION CLAUSES

1. This agreement will terminate at the end of the sponsorship period.
2. The contract can be terminated by either party with immediate effect, by notice in writing to the other in the event that:
 - The other party has committed a breach of this agreement and, if the breach is capable of remedy, has failed to remedy the breach within 30 days after being notified of the breach.
 - The other party becomes unable to pay its debts as they fall due, has an insolvency practitioner appointed in any capacity over the whole or any part of its assets or passes a resolution or has an order made against it for its winding up.

ADDITIONAL TERMINATION CLAUSES IF APPLICABLE:

AUTHORISED SIGNATURES

Club / Group Exec. Member	Sponsor Representative
Name:	Name:
Position:	Position:
Signed:	Signed:
Date:	Date:
UBU Staff	UBU Finance Staff / CEO
Name:	Name:
Position:	Position:
Signed:	Signed:
Date:	Date:



SALES INVOICE REQUEST

Please raise invoice to:

Contact name: _____

Position: _____

Company name: _____

Address: _____

Post Code: _____ Telephone No. _____

Email Address: _____

Official Order No. _____

Please sign to confirm you agree to UBU to invoice the above company / organisation and that you have the authority to agree & sign this.

Signed _____

Dated _____

UBU (Club / Group etc.) must (below) complete the following parts of this form only.

Credit Account
(Only fill relevant boxes)

Account Code

--	--	--	--

Cost Centre

--	--

Department

--	--

<u>Description</u>	<u>Value</u>	<u>VAT</u> (If Applicable)	<u>Total</u>

Requested by:

Club/Group/Area _____

Name: _____ Telephone No. _____

Contact Email: _____

Signed: _____ Date: _____