

**Queen’s University Belfast Students’ Union**

**External Sponsorship Contract**

This contract is between Queen’s Students’ Union **Insert Club/Society Name** and **Insert Company Name** in respect of sponsorship for the period of one academic year (**e.g.** **1st of July 2019 to 30th June 2020**). By signing this contract all parties agree that they have read, understood and agreed to the terms stated in the Students’ Union sponsorship policy and guidelines.

The Sponsorship Agreement:

**Insert Company Name** agrees to provide **Insert Club/Society Name** with the following (*any amount provided should be plus 20% VAT*):

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**Insert Club/Society Name** agrees to provide **Insert Company Name** with the following:

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All sponsorship will be renewed on an annual basis and this contract only includes sponsorship for the period specified above. Payment will be received within 28 working days of the last signature on this contract.

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 monies as they fall due.

Queen’s Students’ Union will raise an invoice on receipt of a signed contract with details of how to make payment. Please be aware all sponsorship monies must be paid to Queen’s Students’ Union accompanied with a valid invoice. A receipt will also be issued.

Signed on behalf of **Insert Company Name** (Main Point of Contact for Company):

**Name in Capitals:**

**Position:**

**Signature:**

**Date:**

Signed on Behalf of **Insert Club/Society Name** (Main Point of Contact for Club/Society):

**Name in Capitals:**

**Position** (President/Secretary/Treasurer**):**

**Signature:**

**Date:**

Signed on Behalf of **Insert Club/Society Name**:

**Name in Capitals:**

**Position (**President/Secretary/Treasurer):

**Signature:**

**Date:**

Signed on Behalf of Queen’s Students’ Union Clubs & Societies Co-ordinator:

**Name in Capitals:**

**Signature:**

**Date:**

Signed on Behalf of Queen’s Students’ Union Student Activities Officer:

**Name in Capitals:**

**Signature:**

**Date:**