

**Team Hallam Club Sponsorship Application Form**

**Team Hallam Sports Club Details**

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| **Club**  |  |
| **Contact Name****Position in Club** |  |
| **Contact Address** | **[insert club/contact name],** c/o Team Hallam, Collegiate Campus, Sheffield, S10 2BP |
| **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]

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

**Description of sponsorship**

|  |
| --- |
| To include principle objectives of sponsorship |

**Costs for sponsorship**

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**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**

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| **Including Targets / Criteria / Monitoring methods & reporting**  |

**Finance Arrangements**

**Payment dates / terms:**

Note: Clubs to liaise with Team Hallam staff to arrange invoicing the sponsor. All monies must be paid to: Sheffield Hallam University, Howard Street, Sheffield, S1 1WB

Where the agreement involves the sponsor logo being displayed or clubs promoting the sponsor products / events, VAT is payable. Where clubs acknowledge support in a programme by inserting the sponsor name but do not use a logo, VAT is not payable.

**Termination clause**

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**Authorised signatures**

|  |  |
| --- | --- |
| **Club representative****(Same person as Contact name)** | **Sponsor company representative****(Same person as Contact name)** |
| **Name:****Signed:****Date:** |  **Name:****Signed:****Date:** |

**This agreement is only formally authorised once it has been signed off by a member of Team Hallam's Leadership Team.**

**Please ensure a copy is retained by the sponsor, the club and Team Hallam**

***\*Office Use only***

**Sheffield Hallam University**

**Name:**

**Signed:**

**Position:**

**Date:**

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