

_____ 2011

Sponsors Name
Sponsors Address

To Whom It May Concern,

RE HALSWELL SCOUT GROUP – SPONSORSHIP OF KITCHEN TRAILER

Further to our earlier discussions we confirm that _____ is willing to give the Halswell Scout Group the sum of \$500 per annum for 5 years for signage on the kitchen trailer. Payment will be made upon receipt each year of a relevant invoice (note the Halswell Scout Group is not GST registered) to be paid by 20th March every year.

_____ sponsorship of the Halswell Scout Group Kitchen Trailer and payment of the \$500 per annum for 5 years is on the following basis:

1. _____ will have recognition as a sponsor of the Halswell Scout Group kitchen trailer with their logo displayed on the kitchen trailer as per the picture in Schedule 1.
2. _____ will assist the Halswell Scout Group to arrange the printing of their logo on the kitchen trailer. The Halswell Scout Group may request reimbursement of the full or part payment for the initial sign writing of _____ logo. If the cost of the initial sign writing is prohibitive then either party may terminate this agreement.
3. _____ will be responsible for the sign writing cost of updating their logo should it change during the sponsorship period.
4. The logos and names of other sponsors will be placed on the kitchen trailer as per Schedule 2.
5. The Halswell Scout Group will seek permission from _____ before adding another sponsor's logo or name to the kitchen trailer.
6. _____ is not responsible or liable for any further costs or expenses relating to Halswell Scout Group Kitchen Trailer.
7. _____ will be entitled to promote the sponsorship in whatever manner it considers reasonable and appropriate including, but not limited to, reference to the sponsorship in Ashburton Marine publications, presentations and advertisements.
8. Prior to the release of any material by Halswell Scout Group that uses the _____ logo, or the name _____ must approve _____ the material.
9. The Halswell Scout Group will use its best endeavours to mention _____ when communicating with people associated with the Halswell Scout Group about the kitchen trailer project.

10. The Halswell Scout Group reserves the right to terminate this sponsorship agreement and remove the logo from the kitchen trailer if payment for the sponsorship is not received by the due date on the invoice.
Could you please confirm your acceptance of the above by signing the attached duplicate copy of this letter?

Yours faithfully

Martin Fensom
Chairperson
Halswell Scout Group Committee

I, NAME, for and on behalf of the _____, hereby agree and accept the terms and conditions set out above.

Signed _____

Position _____

Date _____