

Roundabout sponsorship – Terms and Conditions

1. These terms and conditions apply to all of the Council's contracts relating to the sponsorship of roundabouts.
2. The appointment of a Sponsor for the sponsorship of roundabouts ("services") will be formalised between Basingstoke and Deane Borough Council ("the Council") and the Sponsor by the parties entering into a licence agreement ("Contract").
3. The full cost is payable by the Sponsor in advance once the sponsorship has been agreed and the Contract has been correctly signed. There is a £150 non-refundable deposit required to cover the set-up costs including the manufacture, installation, and removal (where Traffic Management is required) of signs. This shall be paid before any works may commence and will be deducted from your final invoice.
4. Manufacture and installation costs are included in the overall costs and will include replacement of damaged signs. Signs will be repaired or replaced within a 4 week period.
5. Repayment of any fees to the Sponsor by the Council will be subject to the receipt of a valid VAT invoice. The Council will inform the Sponsor if any fees are to be refunded and will make payment by BACs in arrears, within 30 days of a valid VAT invoice.
6. All signs will remain the property of Basingstoke and Deane Borough Council.
7. These terms and conditions are in line with the Council's advertising and sponsorship policy and the Council reserves the right to refuse any application that does not comply with this policy.
8. Manufacture and installation costs are included in the overall costs and will include replacement of damaged signs. Signs should be repaired or replaced within a 4 week period.
9. There will be one sign per access to the roundabout. There is no minimum or maximum number of signs that can be sponsored.
10. The sign design may include a company name, logo and one piece of contact (this can be a phone number or web address or similar).
11. Sponsors may not install their own designs or make any adjustments to them; however, signs will not be erected without the full agreement of both the Sponsor and the Council on design.

12. Sponsorship Contracts are 1 year rolling contracts.
13. Contracts may be terminated in writing such as by letter or email, no later than three months in advance of the anniversary date.
14. The Council is responsible for the removal of any signs which will be carried out by their approved service provider. Any costs incurred for removal will form part of the Agreement.
15. The Sponsor shall provide information related to its sponsorship to the Council (in a form satisfactory to the Council) as and when is reasonably requested for monitoring purposes.
16. The Sponsor acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 ('FOIA') and the Environmental Information Regulations 2004 ('EIR') and shall assist and cooperate with the Council to enable the Council to comply with its information disclosure obligations.
17. As part of the Council's commitment to be open and transparent with its residents, a list of all payments over £500 made will be published on the Council website at <https://www.basingstoke.gov.uk/righttoknow>