

Warwick Credit Union is approached to support many functions, organisations and events. To assist us to give appropriate consideration to your request, please provide some information about your project or event. Your application will be assessed on the information you provide below, so to give yourself the best chance of a successful outcome the more detailed and comprehensive the submission the more advantageous to your organisation.

**Please return completed applications to:**

**MARKETING DEPARTMENT**  
Warwick Credit Union  
P O Box 207  
WARWICK Q 4370

**OR**

**EMAIL:**  
feedback@warwickcu.com.au

**OR**

**DELIVER:**  
Drop your application to your local Warwick CU branch.

Submission date: \_\_\_\_\_ Event date: \_\_\_\_\_

Response required by: \_\_\_\_\_ [ensure at least **4 weeks'** notice is provided]

**PLEASE COMPLETE ALL FIELDS**

**OVERVIEW OF YOUR ORGANISATION**

Name of Organisation/Club/Association: \_\_\_\_\_

Name of Event/Function/Activity: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Is the Organisation a customer of Warwick Credit Union? Yes  No  WCU account no: \_\_\_\_\_

Brief overview of your organisation and the reason for your sponsorship request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please tick to confirm you will hold all valid licences/permits/insurance to cover the event and that Warwick Credit Union will not be exposed to any liability.

**OVERVIEW OF YOUR EVENT/ACTIVITY**

Name and location of event/activity: \_\_\_\_\_

Proposed date and time of event: \_\_\_\_\_

Expected participant numbers: \_\_\_\_\_

Spectator number [estimate]: \_\_\_\_\_

Age groups likely to attend event/activity: \_\_\_\_\_

Are expected participants & spectators largely from local area or away: \_\_\_\_\_

**RECOGNITION OF RELATIONSHIP WITH WARWICK CREDIT UNION**

Can you offer Warwick Credit Union exclusive naming or major sponsorship rights to your event? Yes  No

Please provide information on how you will use our name and logo [e.g. signage, print material, programs, website and promotions etc]: \_\_\_\_\_  
\_\_\_\_\_

Would Warwick credit Union be the only financial institution sponsoring the event? Yes  No

Please name other sponsors approached and their level of commitment. **Note:** if there appears to be a conflict of sponsors i.e. other financial institutions, this could affect the outcome of this application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEVEL OF SPONSORSHIP**

What type of level of sponsorship [dollars or "in kind"] are you seeking? \_\_\_\_\_

Financial contribution \$ \_\_\_\_\_ [incl GST if applicable]; **OR** In kind [*promotional merchandise, use of marquee, mobile EFTPOS machine\*, etc*] **[\*Terminal hire fees apply. Please see attached]:**  
\_\_\_\_\_  
\_\_\_\_\_

How will the funding be used: \_\_\_\_\_  
\_\_\_\_\_

**GETTING THE BEST FROM SPONSORSHIP**

What are the benefits Warwick Credit Union and our members will receive from providing sponsorship:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To assist us in communicating our sponsorship to our community, we require photographs of your event be forwarded to us via email or post after the event. Your submission for this application gives approval for us to use these photographs in our promotional and marketing material. This also provides your organisation and event additional exposure.

Please tick this box if this is **not** agreed to:

If you are seeking sponsorship for an event, how would Warwick Credit Union receive exposure beyond the event:  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

What are the names of your social media platforms? \_\_\_\_\_

**General Information and Conditions of Use**  
**Portable EFTPOS hire facility**

**EFTPOS fees and charges**

**EFTPOS Terminal Hire:** Up to 4 days - **\$20.00** per terminal 4 to 7 days - **\$30.00** per terminal

**EFTPOS EXTERNAL Terminal Hire:** **\$126** per terminal

**EFTPOS transaction fees:** Transaction fees incurred by Warwick Credit Union will be passed on to the hire customer when funds are processed.

Transaction category	Total Merchant Service Fee <sup>1</sup>
Visa/MasterCard Domestic Consumer Credit Card	1.08%
Visa/MasterCard Premium and Commercial Card	1.90%
Visa/MasterCard International Card <sup>2</sup>	2.48%
Visa/MasterCard Domestic Consumer Debit Card	\$0.52
MasterCard Debit Card Micropayments <=\$15	\$0.15
EFTPOS Debit Card >=\$15	\$0.37
EFTPOS Debit Card for low-value transactions <\$15	\$0.15
EFTPOS Debit Card with Cash-out	\$0.00
PayPal Domestic	1.95%
PayPal International	2.95%
Union Pay International Card	2.48%

<sup>1</sup>Visa/MasterCard 'card not present' transactions attract an additional 0.150%

<sup>2</sup>An additional international service assessment fee of 0.400% also applies. Dynamic Currency Conversion (DCC) attracts an additional 0.40%. Dynamic Currency Conversion (DCC) attracts an additional 0.40% rebate

**Terminal reporting and settlement**

For transaction summaries and detailed reports go to:

**MENU > print reports > summary > detailed**

Manual settlement is not required. The terminal automatically performs a settlement each night at midnight. Funds, less any merchant, EFTPOS fees and hire fees will be credited by Warwick Credit Union to your nominated WCU account within three business days of return of the terminal.

**Terminal loss or damage**

The user of the EFTPOS terminal is responsible for its correct use and for the cost of any loss or damage that may arise from theft, vandalism, fire flood, misuse or neglect by the user. Where the user damages the terminal, Warwick Credit Union will debit the cost of repairing or replacing the terminal from the user's account.

**Return of terminal and funds processing**

As Warwick Credit Union is the 'merchant', please advise all card transaction customers that their statement will show the transaction as 'Warwick Credit Union', not the name of your club or organisation.

When you return the EFTPOS terminal, **please provide us with all merchant copies of receipts.** We retain these receipts to assist with any charge backs or disputes that may arise over payments.

**The information and conditions of use of Warwick Credit Union's portable EFTPOS terminal are acknowledged and agreed by:**

Name: \_\_\_\_\_ Contact details: \_\_\_\_\_

Organisation: \_\_\_\_\_ Customer number: \_\_\_\_\_

Signature: \_\_\_\_\_ Account number: \_\_\_\_\_

**OFFICE USE ONLY**

Terminal No: \_\_\_\_\_ Agreed hire period / / to / / Terminal returned / / Merchant copy receipts received Y/N

External Terminals WFT: \_\_\_\_\_ WFH: \_\_\_\_\_

Copy to Finance / /

## MARQUEE HIRE FORM

### Marquee fees and charges

Hire : up to 4 days - **\$20.00** per marquee      4 to 7 days - **\$30.00** per marquee

DETAILS			
<b>NAME:</b>			
<b>CONTACT NUMBER:</b>			
<b>ORGANISATION:</b>			
<b>DATE[S] REQUIRED:</b>			
<b>PICK UP DATE:</b>			
<b>RETURN DATE:</b>			
ITEMS SUPPLIED & RETURNED			
PROVIDED TO CUSTOMER		RETURNED TO WCU	[Customer to complete]
MARQUEE BAG	✓	MARQUEE BAG	
MARQUEE FRAME	✓	MARQUEE FRAME	
MARQUEE TOP	✓	MARQUEE TOP	
MARQUEE PEGS	✓	MARQUEE PEGS	

**The user of the WCU Marquee is responsible for its correct use and may be responsible for the cost of any loss or damage that may arise.**

**Where the user returns the marquee in a damaged condition, it would be appreciated if this could be brought to our attention so that repairs can be undertaken prior to the marquee being provided to the next user.**

The information and conditions of use of Warwick Credit Union's marquee are acknowledged and agreed by :

<b>NAME:</b>			
<b>CONTACT NUMBER:</b>			
<b>ORGANISATION:</b>			
<b>CUSTOMER NUMBER:</b>			
<b>SIGNATURE:</b>			
<b>ACCOUNT NUMBER:</b>			

**OFFICE USE ONLY**

Marquee No: \_\_\_\_\_      Agreed hire period: / / to / /      Marquee returned: / /

Copy to Finance: / /      WFH: \_\_\_\_\_