[Date]

**Tour de Law 2023 letter of agreement**

Dear [contact name],

We (Breast Cancer Now) are delighted that you (NAME OF ORGANISATION) are taking part in Tour de Law 2023. We’re the charity that’s steered by world-class research and powered by life-changing support. Your support enables us to be here for anyone affected by breast cancer, the whole way through, providing support for today and hope for the future. Thank you.

Please read this letter, sign a copy and send it back to me to confirm your agreement to our event terms and conditions.

**Donations and Payment Terms**

You’ll aim to raise a minimum of £5,000 for Breast Cancer Now and you’ll regularly pay all money collected to us by one or more of the following:

* Using your JustGiving fundraising page
* Paying online with a debit or credit card
* Sending cheques made payable to “Breast Cancer Now” to Breast Cancer Now, Ibex House, Minories, EC1N 1DY
* Calling our Supporter Care Team on 0333 20 70 300 to pay over the phone with credit or debit card details
* Using the SumUp tap to donate card devices if we lend one to you.

**Fundraising Activities**

* You’ll send all outstanding sponsorship money to us by 10 November 2023
* All pledges for donations to come in must be received by 10am on 18 October to count towards the Champions title
* You’ll comply with any fundraising guidance or advice given by us
* You’ll abide by the [[[Code of Fundraising Practice issued by the Fundraising Regulator](https://www.fundraisingregulator.org.uk/code)](https://www.fundraisingregulator.org.uk/code)](https://www.fundraisingregulator.org.uk/code)
* You’ll include our registered charity number 1160558 in England and SC045584 in Scotland on all fundraising materials
* All participants must be at least 18 years old
* You’ll return any unused fundraising materials after the event is finished

**Insurance and liability**

* You’ll ensure that any fundraising activities that you undertake are covered by the appropriate insurance as we cannot accept responsibility for any fundraising event that you organise
* you accept that (apart from injury or death caused by our negligence) we disclaim all liability for any loss damage or injury that may occur and you release us and anyone acting on our behalf from all claims, demands or liability in this respect
* You’ll display a disclaimer provided by us next to the bikes

**Your name and logo**

* You give permission for us to use your company name, logo, feedback and comments in future publicity, advertising or fundraising materials in relation to the Tour de Law

**Dates, changes and termination**

* This letter of agreement will be valid from the date on which you sign on behalf of your company until the event and fundraising is completed, unless terminated earlier by us
* You accept that we may vary or terminate this agreement by giving written notice to you
* Non-participation must be declared by notifying your contact at Breast Cancer Now by email before 25 September 2023. If you fail to do this but do not go ahead with the Tour de Law for any reason, we ask that you voluntarily give us £750 to cover the cost of the bicycles
* It is unlikely that we will have to cancel this event, but if this happens we will aim to reschedule

**Breast Cancer Now will:**

* Assign an account manager to support our partnership until all monies have been paid and received
* Provide 2 x static bikes for at least four days to enable set up, testing and user support
* Provide branded materials as required, e.g. balloons, banners, cardboard money boxes, wristbands, pin badges etc.
* Aim to provide volunteers for race days to support cyclists and organisers
* Provide a Tour de Law toolkit, including messaging, downloadable posters and digital content, and the Tour de Law website for all the event resources
* Lend you a SumUp tap to donate machine
* Provide PR and marketing support, including press templates, images and copy

We look forward to working in partnership with you so that together, we can help support people living with breast cancer today and give them hope for the future.

With very best wishes and many thanks for your support.

**Rachael Power
Senior Community Fundraising Manager, Wales and South of England**

Signed for and on behalf of

Breast Cancer Now

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**[Contact name]**

**[Role title]**
Signed for and on behalf of
[company name]