



{Date}

{Address}

# SAMPLE

Dear

## Friendship Agreement

It is with great pleasure that Thornbury Carnival CIC welcomes .....  
(the 'Donor') as a 'Friend of Thornbury Carnival', in recognition of your kind donation to help preserve the future of this important day in the Community calendar.

Your membership commences on ..... for a period of 3 calendar years from that date and will be conducted in accordance with the 'Terms of Friendship' shown on the reverse side of this letter.

You have kindly offered three annual donations as follows:

£ ..... on .....; £ ..... on ..... and £ ..... on .....

to be paid by ..... . Separate invoices will be issued for each annual payment.

Thornbury Carnival CIC is proud to have ..... as a Friend and is enormously grateful for your generosity and support. In recognition of this we would ask you to accept the enclosed 'Certificate of Friendship' for display at your premises.

Thank you again for your interest in helping to advance the quality of life in the local community of greater Thornbury.

Yours sincerely

Barry Williams  
Chairman  
Thornbury Carnival CIC

Enc

Acceptance by Authorised Signatory of Donor

Signature : .....

Name: .....

Position: .....

## Terms of Friendship

Thornbury Carnival CIC is a Community Interest Company that has welcomed local businesses and organisations to become 'Friends of Thornbury Carnival' in return for a 3-year donation plan to help secure the future of this major Community event. Thornbury Carnival CIC is extremely grateful for this investment support and has agreed the following 'Terms of Friendship' with the Donor.

- 1 The Donor has agreed to donate the sums quoted in the Letter of Agreement covering a period of 3 calendar years from the Agreement Date quoted overleaf. All said Donations will be paid by the agreed method into a specific 'Friends Account' held exclusively by Thornbury Carnival CIC for that purpose.
- 2 All monies donated in this way shall be used by the Directors of Thornbury Carnival CIC in pursuit of the Aims of Thornbury Carnival CIC as stated in its Articles of Association.
- 3 Three calendar months prior to the end of the 3-year term Thornbury Carnival CIC shall initiate a discussion with the Donor with a view to agreeing a basis for a continuation of the Agreement between the parties for a further 3-years.
- 4 Should either of the parties cease trading, enter receivership or extreme financial difficulty, or cease to exist they shall be entitled to give one month's notice of termination of the Friendship Agreement to the other party. In that event the Agreement shall cease to exist at the next anniversary date and no further monies shall be payable by either party.
- 5 In recognition of the support given to Thornbury Carnival CIC by the Donor, the Donor shall receive a 'Certificate of Friendship' suitable for display at its premises. Thornbury Carnival CIC shall also publicise the Donor's Friendship using the information supplied by the Donor on the 'Enrolment Form' and in accordance with the Donor's wishes.
- 6 Notwithstanding the 'publicity' referred to in para 5 above, the size and nature of the donation covered by this Agreement shall remain confidential between the parties.