

**SLS Website Sales Platform Use Request**

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| --- |
| **Contact Info** |
| Club Name |  |
| Main Contact Person |  |
| Phone # |  |
| Email |  |
| **Event Details** |
| Name of the Event |  |
| Date / Time |  |
| Location |  |
| Ticket Price | $  |
| Ticket Sale Period | MM/DD/YY – MM/DD/YY (Sales ends 11:59PM) |
| Event Description |  |

*Please include a photo/graphic to be featured with the sale. You will be forwarded a link to the sale posting once it is posted on the website.*

I acknowledge that, as a representative of the above identified club, I have read the attached ***Policy: Faculty of Law Related Clubs access to the Sales Platform on the SLS Website*.**

**[ ]**

*Please sign by entering your full name*

**Please submit the completed request to VP Marketing (2018-2019):** **hansik.ha@ucalgary.ca**



**Policy: Faculty of Law Related Clubs access to the Sales Platform on the SLS Website**

<https://www.ucalgarysls.com/fees-tickets-payments/>

# Purpose

1. The Society of Law Students (“**SLS**”) wishes to offer fellow Faculty of Law related clubs (“**Related Clubs**”) at the University of Calgary the opportunity to use the sales platform on our website (“**Sales Platform**”) for their own events.
2. This policy provides a framework and rules to facilitate this process.
3. This policy is intended to:
	1. Communicate the terms upon which the SLS requires to allow access to the Sales Platform;
	2. Reduce the time and resources required by the SLS to provide this opportunity; and
	3. Facilitate an easy and efficient process for the clubs to follow.

# Methods of Payment

1. The Sales Platform is capable of handling payment with credit (MasterCard, Visa and American Express) and debit cards compatible with online use.

# Fees

1. The SLS shall not bear the costs directly associated with sales transactions of club events.
2. Our service provider charges a rate of 2.9% + $0.30 per successful card charge. For example:
	1. On each card charge of $10, our service provider charges $0.59 resulting in proceeds of $9.41.
	2. On each card charge of $20, our service provider charges $0.88 resulting in proceeds of $19.12.
3. These fees shall be passed onto the Related Club when the proceeds are distributed.

# Indemnity

1. Related Clubs shall indemnify the SLS for all errors and omission made by the service provider.

# Event Sales - Notice

1. Related Clubs shall notify the SLS VP of Marketing of their request to use the Sales Platform 7 days before Event Sales open.

# Event Sales – Form of Notice

1. Related Clubs shall provide notice to the using the Prescribed Form available on the SLS website.

**Event Sales - Close**

1. Event Sales shall close no later than at 11:59pm of the day before the event.

# Event Sales – Refunds

1. Any potential refunds of Event Sales made through the Sales Platform may be made at the discretion of the Related Club and shall be their sole responsibility.
2. The SLS shall not process any refunds through the Sales Platform or via any other means.

# Sales Information

1. Subsequent to the close of Event Sales, the SLS VP of Marketing shall provide a list detailing the card charges to the Related Club.

# Disbursement

1. The SLS shall disburse the proceeds of the Sales Event less Fees to the Related Club within a reasonable amount of time via cheque.

# Acceptance of Requests

1. The SLS reserves the right decline any request to use the Sales Platform for any reason whatsoever.