

HOSPITALITY UNIT BOOKING FORM

BATTERSEA PARK • LONDON

6 & 7 JULY 2022



Hospitality Unit Booking Form

Hospitality Units are available for companies who wish to provide post-race hospitality for their teams participating in the J.P Morgan Corporate Challenge 2022.

Hospitality units are suitable for up to 85 runners with furniture (based on 30 people seated, 55 people standing) or 110 runners without furniture. Companies can book multiple units to accommodate their team size. For smaller teams, we have Picnic Area hospitality or voucher catering available, please refer to the separate Picnic Area or Voucher Catering booking forms for more information.

Evolution Structure is a new addition for 2022, due to it being a permanent structure in Battersea Park. This hosts indoor Hospitality Units. Please note these Units have no outdoor space. All Units are priced at £2,000 (excl. VAT), including partitioning, lighting, picket fencing, catering service catering serving tables and a company sign. Units will be allocated on a first come, first served basis.



Access to Evolution Structure will be managed by wristbands, provided in runner race packs. Additional wristbands for guests can be requested on the booking form below.

Please note that catering must be ordered when booking a Hospitality Unit. Please complete the catering booking form separately and return this to london@corpchallenge.jpmorgan.com by Tuesday 7 June 2022. All catering payments are to be made to The Moving Venue Caterers Ltd. Details of this can be found on the catering booking form.

Hospitality Map



Booking Information

If you would like to book a Hospitality Unit and furniture, please complete and return the booking form below, ensuring you have signed terms and conditions of booking. Forms should be returned via email to london@corpchallenge.jpmorgan.com. A minimum of 20% is required to secure the booking.

Payment Information

- BACs Payment can be received with the following bank details:

Bank: Coutts & Co

Address: 440 Strand, London WC2R 0QS

Account Name: Limelight Sports Ltd

Account Number: 05162718

Sort Code: 18-00-02

IBAN: GB40 COUT 1800 0205 1627 18

Swift: COUTGB22

Please note all BACs transfers must have a reference of 'JPM' followed by your 'company name'

- The 2022 payment schedule for Hospitality Units and furniture is as follows:
 - 100% payment to be sent with the booking form and signed Terms and Conditions
 - Or
 - 20% deposit to be sent with the booking form and signed Terms and Conditions
 - Remaining 80% payment will be invoiced on receipt of your booking form
 - Payment must be received within 30 days of the 80% invoice date
- Any additional charges incurred during the event will be invoiced the week commencing Monday 18 July 2022. Please contact the team via london@corpchallenge.jpmorgan.com should you have any queries.

Terms & Conditions

Please carefully read through the following terms and conditions before completing the booking form.

- Hospitality Units are limited and will be assigned on a first come, first served basis.
- Hospitality Unit positions cannot be guaranteed.
- All prices quoted exclude VAT.
- Your booking is not reserved until 20% payment is received.
- Failure to meet the booking and payment schedule will result in the loss of all deposits paid to date, and complete loss of your hospitality reservation including catering
- The Hospitality Unit capacities stated on the booking form are based on up to 30 seated at tables and 55 standing (85 people total) or 110 people standing per Hospitality Unit. These capacities are recommended by an independent Health and Safety Advisor and must be adhered to. A Health and Safety Auditor will be on site during the event to ensure that unit capacities are not exceeded. Any units exceeding capacity will be directed to reduce numbers until the recommended capacity is met. Please ensure that you have understood this information before placing your order
- You must indicate your estimated team size, and ensure that you order the appropriate number of Hospitality Units to accommodate all of your guests
- Furniture is not included within your Hospitality Unit. Furniture options are separately priced on the booking form. Companies may only order tables and chairs through J.P. Morgan Corporate Challenge. No outside rental companies are permitted (please note that furniture for serving food and drink is organized by the caterers; extra payment is not required for this)
- We have appointed approved suppliers to provide the Hospitality Units. Due to restrictions placed upon us by Battersea Park and Health & Safety regulations, alternative contractors cannot be used
- If you are booking a Hospitality Unit for the 2022 London J.P. Morgan Corporate Challenge you are required to also book catering with the contracted supplier, The Moving Venue Caterers Ltd. Food and refreshments from outside sources will not be allowed into your Hospitality Unit
- You will be liable for any damage caused to the Unit and/or furniture that has been hired for the event
- Banners, branding and balloons must not be visible from the outside of the Hospitality Unit. They can, however, be placed on the interior of your Hospitality Unit, facing inwards
- Last orders for drinks during the evening are at 9:30pm, and all catering must end by 9:45pm. Your Hospitality Unit and the hospitality village must be vacated by 10pm. No extensions of time are permitted.

- In the event that you must cancel your Hospitality Unit/furniture, any monies paid to date are NON-REFUNDABLE. If cancellation is made after Tuesday 7 June 2022 the client will be held liable for the outstanding balance of 80% plus any additions
- In the unlikely event that circumstances beyond our control cause delay or abandonment of the event, this decision will be made by J.P. Morgan in consultation with Battersea Park, LimeLight Sports (Race Coordinators) and an independent Health and Safety Consultant. J.P. Morgan and LimeLight Sports will not be held liable for any loss incurred by our clients. We can only recommend that you contact your company insurers to ascertain if you are insured against such a loss.
- Companies who disregard these Terms & Conditions risk future participation in the event

To book a Hospitality Unit(s), please complete the booking form, including signed acknowledgment of the Terms & Conditions, and minimum 20% deposit. Please retain a copy of this Booking Form and the Terms & Conditions for your personal records.

ITEM	COMPANY DETAILS
Company Name:	
Company Name for Company Sign:	
Day of Run:	Wednesday 6 July Thursday 7 July
Estimated Team Size:	
Number of additional wristbands required for guests:	
Do you have any wheelchair users who require access to your unit:	
Hospitality Contact Name:	
Hospitality Contact Email:	
Hospitality Contact Phone Number:	
PO Ref (if required):	
Invoice Address:	
Invoice Contact Name:	
Invoice Email:	
Please sign and date below to confirm agreement of the terms and conditions:	
Sign:	
Date:	

HOSPITALITY UNIT

HOSPITALITY UNIT OPTION	CAPACITY PER UNIT	COST PER HOSPITALITY UNIT	NO. OF UNITS	TOTAL PRICE (excl. VAT)
Indoor Evolution Structure	Up to 30 seated at tables & 55 standing (85 people total) or 110 standing (no furniture)	£2,000.00		£
			Total Cost	£

FURNITURE

ITEM	CAPACITY	MAX. QUANTITY PER UNIT	PRICE PER ITEM	QUANTITY	TOTAL COST
6ft round table (with white tablecloth)	Seats 10	3 (can only select 3 of either round/trestle or a mixture) £24.00	£24.00		£
Trestle table (with white tablecloth)	Seats 10	3 (can only select 3 of either round/trestle or a mixture)	£11.00		
Black folding chair		30	£2.50		
Poseur table with white top		2 (would recommend selecting either poseur or bistro)	£30.00		
Bistro table with four chairs	Seats 4	2 (would recommend selecting either poseur or bistro)	£25		
Additional bistro style chair			£4.00		
			Total Cost		£

POWER

Do you require use of power in your hospitality unit?	YES (there will be an additional cost associated with this depending on your requirement)
	NO

PAYMENT

ITEM	TOTAL COST
Subtotal Hospitality Unit and Furniture Cost (excl. VAT)	£
20% VAT:	£
Grand Total Hospitality Unit and Furniture Cost (incl. VAT)	£
20% of Grand Total incl. VAT for deposit: OR	£
100% of Grand Total incl. VAT for full payment:	£

I have arranged for a BACS transfer for _____ as a 20% deposit.
The final payment of 80% will be made 30 days from receipt of invoice.

OR

I have arranged a BACS transfer for the immediate 100% payment of _____.