

# HOSPITALITY CATERING BOOKING FORM

## BATTERSEA PARK • LONDON

### 3 & 4 JULY 2024



## Hospitality Catering Booking Form

Catering must be ordered when booking a hospitality option (unit or picnic area) for the 2024 J.P. Morgan Corporate Challenge London. All catering is provided by The Moving Venue Caterers Ltd. Please complete below form only if you have booked a Hospitality Unit(s).

If you are not hiring a hospitality area but wish to provide catering for your team with food and drink, vouchers are available from the voucher catering unit also provided by The Moving Venue Caterers Ltd. Please refer to the separate Voucher Catering Form on the website for further information. Please note, vouchers must be ordered by Tuesday, 4 June 2024 and are not available to purchase on event day.

## Booking Information

When ordering hospitality unit catering, you must order the same option for all of your guests (all with dessert or all without dessert).

There are two beverage options: Option 1: all in, cost per head or Option 2: to select beverage choices.

To place your order, please read and sign the Terms & Conditions and return the completed booking form to [london@corpchallenge.jpmorgan.com](mailto:london@corpchallenge.jpmorgan.com) and make 100% full payment to The Moving Venue Caterers Ltd if paying by BACS, if paying by credit card and an invoice is required, please allow up to 10 working days from confirmation that your order has been received for an invoice to arrive from The Moving Venue Caterers Ltd. If your order has been confirmed by the Hospitality manager your order has been reserved pending payment.

## Payment Information

- Catering orders must be calculated and paid for separately from hospitality unit/furniture/picnic area orders.
- The 2024 payment schedule is: 100% payment to be actioned when booking form and signed Terms & Conditions are emailed.
- Any additional charges incurred during the event will be invoiced week commencing Monday, 15 July 2024.
- Payment for 100% of the catering order must be paid by 5:00 p.m. Tuesday, 4 June 2024.
- Please include your PO reference on the booking form.
- BACs Payment can be received with the following bank details:

**Bank name:** COUTTS & CO  
**Sort Code:** 18-00-02  
**Account Number:** 04230108  
**Account name:** The Moving Venue Caterers Limited  
**Swift:** COUTGB22  
**IBAN:** GB86COUT1800020430108

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

- The Moving Venue Caterers Ltd do not accept Amex credit cards.
- To pay by credit card, please complete details on final page.

## Terms & Conditions

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

- Payments and booking for your catering must be received by 5:00 p.m. Tuesday, 4 June 2024.
- All prices quoted exclude VAT.
- Your catering is not confirmed until payment is received.
- Failure to meet the required payment schedule will result in the loss of your complete hospitality reservation including unit and furniture.
- We have appointed approved suppliers, The Moving Venue Caterers Ltd., to provide catering. 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 2024 J.P. Morgan Corporate Challenge London, you are required to book catering with the contracted supplier, The Moving Venue Caterers Ltd. Food and beverages from outside sources will not be allowed into your hospitality unit.
- The total cost of the catering is based on the quantities ordered, and not quantities consumed.
- Battersea Park regulations require that all hospitality units are fully staffed to an appropriate level. It is compulsory to hire one bar staff for every 50 guests in your unit (1-50 guests equals 1 bar staff, 51-100 guests equals 2 bar staff, etc.).
- Professional bartenders will receive, secure, and control the distribution of the beer, lager, and wine within each hospitality unit. Wine will be poured only by the bartenders, and only into plastic cups. No wine bottles will be distributed. Glass is not permitted anywhere on the J.P. Morgan Corporate Challenge event site.
- Company Captains are responsible for ensuring that all guests in their hospitality unit/picnic area are aged 18 or over. Alcoholic beverages will not be served to minors and the event caterer will require age identification of individuals suspected to be underage. Alcoholic beverage service will be denied to anyone showing any signs of inebriation or inappropriate behavior. Any such individual may be identified to the Company Captain and the company may be denied race/hospitality village entry for future Corporate Challenge races.
- Last orders at the bar are at 9:30 p.m., and all catering must end by 9:45 p.m. Your hospitality unit/picnic area and the Hospitality Villages must be vacated by 10:00 p.m. No extensions of time are permitted.
- Alcohol is not permitted to be removed from the park during or immediately after the J.P. Morgan Corporate Challenge event. Beverages are not bought on a sale or return basis. Any surplus pre-purchased alcohol (Beverage Package 2) can only be collected between 10:00 a.m. - 12:30 p.m. Friday, 5 July 2024 by prior arrangement. This does not apply to alcohol purchased in Beverage Package 1 or Picnic Hamper option. Please see bar staff on the night for more details on the alcohol collection procedure and to complete the necessary collection forms.
- In the event that you must cancel your hospitality unit/picnic area, any monies paid to date are NON-REFUNDABLE. If a cancellation is made after Tuesday, 4 June 2024 the company will be held liable for the outstanding balance 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, Playmaker Experiential (Race Coordinators) and an independent Health and Safety Consultant. J.P. Morgan and Playmaker Experiential will not be held liable for any loss incurred by our companies. We can only recommend that you contact your company insurers to ascertain if you are insured against such a loss.
- Companies who disregard the event Terms & Conditions risk future participation.

Please complete the booking form below and submit deposit payment in order to secure your booking. Retain a copy for your personal records. See the Menu Package for further details. Please consider the environment before printing all pages of this form.

COMPANY INFORMATION	
Company Name:	
Day of Event:	<input type="checkbox"/> Wednesday, 3 July <input type="checkbox"/> Thursday, 4 July
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:	

## CATERING

Catering is compulsory for hospitality takers. All prices are exclusive of VAT. Please note that you must either select all without dessert or all with dessert.

MENU	COST/PERSON	NO. OF GUESTS	TOTAL COST
Classic BBQ without Dessert	£30.30		£
Classic BBQ with Dessert	£32.20		£

## BEVERAGE OPTIONS

Please note, it is compulsory to have one bar person per 50 guests in your hospitality unit to manage the service of alcohol (1-50 guests equals 1 bar staff, 51-100 guests equals 2 bar staff etc.). Any surplus alcohol that has not been consumed cannot be taken off site. All prices are exclusive of VAT.

Choose only one package below:

**PACKAGE 1**

Please note that any surplus alcohol may not be collected/taken home with you.

ITEM	COST/PERSON	NO. OF ITEMS	TOTAL COST
All in package (beer, red & white wine and a selection of soft drinks)	£19.40		£

Compulsory bar person (one per 50 guests)	£174.45 each		£
		<b>TOTAL COST</b>	<b>£</b>

**PACKAGE 2**

Select your beverage choices below. Any surplus pre-purchased alcohol can only be collected between 10:00 a.m. - 12:30 p.m. Friday, 5 July 2024. Small additional orders may be placed on the night and will be invoiced accordingly post-event.

Please note that drinking water is not provided free of charge in hospitality units and if required, must be ordered through The Moving Venue Caterers Ltd below.

ITEM	COST	CASE SIZES	NO. OF ITEMS	TOTAL COST
Compulsory bar person (one per 50 guests)	£174.45 each	n/a		£
Champagne	£180.20 per case	6 bottles		£
House White Wine	£76.20 per case	6 bottles		£
House Red Wine	£76.20 per case	6 bottles		£
House Rose Wine	£76.20 per case	6 bottles		£
Premium White Wine	£83.16 per case	6 bottles		£
Premium Red Wine	£83.16 per case	6 bottles		£
Lager	£70.00 per case	24 x 330ml bottles		£
Non-alcoholic Lager	£60.00 per case	24 x 330ml bottles		£
Premium Lager	£72.65 per case	24 x 330ml bottles		£
Coca-Cola	£27.70 per case	24 x 500ml bottles		£
Diet Coke	£27.70 per case	24 x 500ml bottles		£
7Up	£27.70 per case	24 x 500ml bottles		£
Orange Juice	£27.70 per case	12 x 1 litre cartons		£
Still Water	£27.70 per case	12 x 750ml bottles		£
Sparkling Water	£27.70 per case	12 x 750ml bottles		£
			<b>TOTAL COST</b>	<b>£</b>

## PAYMENT

ITEM	COST
Catering + Beverage (excl. VAT)	£
20% VAT:	£
Grand Total Catering + Beverage (incl. VAT)	£

Please select one option below.

ITEM	COST
Option 1. I have arranged for a BACS transfer of 100% Grand Total.	£
Option 2. I wish to pay 100% Grand Total by credit card.  Please include contact number & The Moving Venue Caterers Ltd. Will be in touch to process card payment.	£