

# PICNIC CATERING BOOKING FORM

## BATTERSEA PARK • LONDON

### 3 & 4 JULY 2024



## Picnic Catering

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 the below form only if you have booked a Picnic Area(s).

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

## Booking Information

- When ordering a picnic area(s) you must order one picnic hamper per area ordered. Each hamper serves 10 guests. Companies are welcome to take the hamper basket with them at the end of the evening.
- Companies can choose to purchase either 2 or 4 drinks tokens per person to be redeemed at the dedicated picnic area bar.
- 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 full payment to The Moving Venue Caterers Ltd.

## 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.
- 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 the details on the following pages.

## 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 catering.
- 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 and food and beverages from outside sources will not be allowed into your picnic area.
- The total cost of the catering is based on the quantities ordered, and not quantities consumed.
- Professional bartenders will receive, secure, and control the distribution of the beer, lager, and wine within the picnic area. 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 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 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.
- In the event that you must cancel your 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 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.

CONTACT 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

In order to purchase a picnic hamper, you must also purchase a picnic area on the designated hospitality booking form. Picnic areas are ideal for smaller teams of up to 60. For each picnic area you purchase, you must buy a hamper for 10 people. All prices are exclusive of VAT.

PICNIC HAMPER VALUE/COST	NO. OF HAMPERS	TOTAL COST
£568.00 (includes a picnic hamper for 10 plus 2 drinks per individual)		£
£653.00 (includes a picnic hamper for 10 plus 4 drinks per individual)		£

## PAYMENT

PAYMENT INFO	TOTAL COST
Total Cost of Hamper	£
20% VAT:	£
Grand Total (incl. VAT):	£
<b>Please select one option below</b>	
Option 1. I have arranged for a BACS transfer of Grand Total	
Option 2. I wish to pay Grand Total by credit card. Please include contact number & The Moving Venue Caterers Ltd will be in touch to process card payment	