



Booking Information

- Catering and beverage packages are only available if you hire a marquee hospitality unit
- When ordering hospitality marquee unit catering you must order the same option for all of your guests (*all with dessert or all without dessert*)
- Picnic hamper packages are only available if you hire a picnic area. Please complete section 3 on the Catering Booking Form
- To place your order, please read and sign the Terms & Conditions and return the completed booking form to Mary Buckland at london@corpchallenge.jpmorgan.com and make full payment.
- If you are not hiring a hospitality marquee unit or picnic area but would like to provide your team with food and drink, vouchers are available for the voucher catering unit also provided by Smart Hospitality Ltd; please complete section 4 on the Catering Booking Form and return this, the signed Terms & Conditions and full payment to the email address or main address above. Please note these prepaid vouchers must be purchased in advance by 5pm Wednesday 5 June 2019 and are not available to purchase on the day.
- If you do not wish to purchase catering in advance, your runners can purchase on the day catering from the Garden Catering units.

Payment Information

- Catering orders must be calculated and paid for separately from hospitality marquee unit/furniture/picnic area orders.
- The 2019 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 9 July 2019.
- Payment for 100% of the catering order must be paid by 5pm Wednesday 5 June 2019.
- Please include your PO reference on the booking form.
- BACs Payment can be received with the following bank details:
Account Name: Smart Hospitality Ltd
Bank: Lloyds TSB Bank PLC
Account Number: 03605138
Sort Code: 30-15-53
Please note all BACs transfers must have a reference of 'JPM' followed by your 'company name'.
- To pay by credit card, please complete the details on page 2.
- Smart Hospitality Ltd take Amex credit cards.
- If you have any hospitality queries, please contact Mary Buckland on email: london@corpchallenge.jpmorgan.com tel: 0845 680 1476

Terms & Conditions

- Payments and booking for your catering must be received by 5 p.m. Wednesday 6 June 2019.
- 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 marquee and furniture/picnic area.
- We have appointed approved suppliers, Smart Hospitality 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 marquee unit for the 2019 London J.P. Morgan Corporate Challenge, you are required to book catering with the contracted supplier, Smart Hospitality Ltd. Food and beverages from outside sources will not be allowed into your hospitality marquee unit.
- The total cost of the catering is based on the quantities ordered, and not quantities consumed.
- Battersea Park regulations require that all hospitality marquee units are fully staffed to an appropriate level. It is compulsory to hire one bar staff for every 50 guests in your marquee (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 marquee 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 marquee 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 9:45pm. Your hospitality marquee unit/picnic area and the Hospitality Villages must be vacated by 10 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 10am-12:30pm Friday 5 July 2019 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 marquee hospitality unit/picnic area, any monies paid to date are NON-REFUNDABLE. If a cancellation is made after Thursday 6 June 2019 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, 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 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.

Company Name: _____
Day of Run: <input type="checkbox"/> Wednesday 3 July <input type="checkbox"/> Thursday 4 July PO Reference No.: _____
Hospitality Contact Name: _____
Email: _____ Phone: _____
<input type="checkbox"/> I have read and agree to the Terms and Conditions outlined in the catering booking form
Invoice Contact Name/Address: _____
Address: _____
Phone: _____ Mobile: _____
Email: _____
Invoice Email (if different to above): _____

1. CATERING

Catering is compulsory for marquee 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	£19.00		£
Classic BBQ with Dessert	£20.10		£

2. BEVERAGE OPTIONS

Please note, it is compulsory to have one bar person per 50 guests in your marquee 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)	£14.75		£
Compulsory bar person (one per 50 guests)	£105.50 each		£
		TOTAL COST	£

- 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 2019. 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 marquee units and if required, must be ordered through Smart Hospitality below.

ITEM	COST		NO. OF ITEMS	TOTAL COST
Compulsory bar person (one per 50 guests)	£105.50 each	n/a		£
Champagne	£129.00 per case	6 bottles		£
House White Wine	£55.00 per case	6 bottles		£
House Red Wine	£55.50 per case	6 bottles		£
Premium White Wine	£62.50 per case	6 bottles		£
Premium Red Wine	£62.50 per case	6 bottles		£
Lager	£50.25 per case	24 x 330ml bottles		£
Premium Lager	£55.00 per case	24 x 330ml bottles		£
Coca-Cola	£21.50 per case	24 x 500ml bottles		£
Diet Coke	£21.50 per case	24 x 500ml bottles		£
7Up	£21.50 per case	24 x 500ml bottles		£
Orange Juice	£21.50 per case	12 x 1 litre cartons		£
Still Water	£21.50 per case	12 x 750ml bottles		£
Sparkling Water	£21.50 per case	12 x 750ml bottles		£
TOTAL COST				£

Catering Total excl. VAT: £ _____
Beverage Total excl. VAT: £ _____
Total Catering and Beverage excl. VAT: £ _____
Grand Total Catering and Beverage incl. VAT: £ _____

3. PICNIC AREA BOOKINGS

Picnic areas are ideal for smaller teams of up to 50. If you do not have a marquee but would like to provide an alternative area for your team, you may purchase a picnic hamper which serves 10 people. In order to purchase a picnic hamper, you must also purchase a designated picnic area on the hospitality booking form. 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
£355 (includes a picnic hamper for 10 plus 2 drinks per individual)		£
£406.60 (includes a picnic hamper for 10 plus 4 drinks per individual)		
Total Cost of Hamper:		£
20% VAT:		£
GRAND TOTAL PICNIC HAMPER INCL. VAT:		£

Beverage Options Select your beverage choices below. Please select either two/four drinks per individual depending on your selection above. Drinks tokens will be provided within the picnic hamper and you will be able to collect the drinks from the bar in the designated picnic area. If you do not know at this stage please provide us with your best estimate as this will help us to stock the bar.

JPMCC HAMPER DRINKS MENU	NO. OF TOKENS
Premium Lager	
Premium White Wine	
Premium Red Wine	
Coca-Cola	
Diet Coke	
7Up	
Orange Juice	
Still Water	
Sparkling Water	
TOTAL NUMBER OF TOKENS:	

4. CATERING VOUCHERS

If you do not have a marquee area reserved but would still like to provide catering for your team, you may purchase catering vouchers which are redeemable at the voucher catering stall. See the Menu Package for details. All prices are exclusive of VAT. Please note these vouchers must be purchased in advance and are not available to purchase on the day. If you do not wish to provide any catering for your team, they can also buy food and drink from the stalls on the day.

VOUCHER VALUE/COST	NO. OF VOUCHERS	TOTAL COST
£9.80 (includes 1 item of food plus 2 drinks per voucher)		£
	Total Cost of Vouchers:	£
	20% VAT:	£
	GRAND TOTAL PICNIC VOUCHERS INCL. VAT:	£

PAYMENT TYPE (PLEASE TICK AS APPROPRIATE)	
BACS <input type="checkbox"/>	I have arranged for a BACS transfer for _____ as a 100% payment
Credit Card <input type="checkbox"/>	I have included credit card details for _____ to be taken as 100% payment
Cardholders name and address: _____	
Card Number: _____	Issue Number: _____
Card Valid From: _____	Expiry Date: _____
Card Security Number: _____ (last 3 digits on reverse of the card)	
Card Holders Signature: _____	