



## Hospitality Terms & Conditions

### GENERAL

- Hospitality marquee units/picnic areas are limited and will be assigned on a first-come, first-served basis
- 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 loss of all deposits paid to date, and complete loss of your hospitality reservation including catering
- Last orders for drinks during the evening are at 9:30 p.m., and all catering must end by 9:45 p.m. Your hospitality marquee unit, picnic area and the Hospitality Villages must be vacated by 10 p.m. No extensions of time are permitted.
- 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

### HOSPITALITY MARQUEE UNITS:

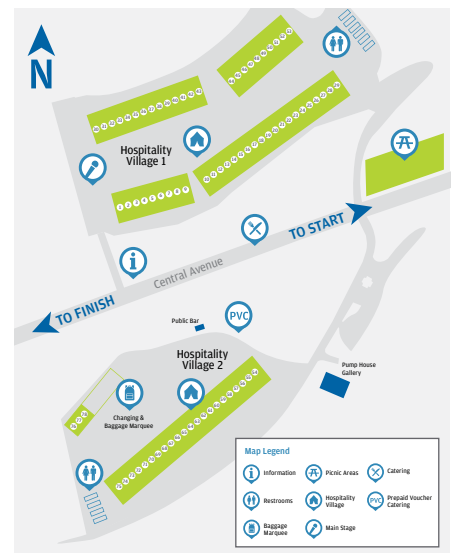
- There are two types of hospitality marquee units available. Please indicate both the type and size you require, based on your anticipated number of guests. Option 1 hospitality marquee units are available in Hospitality Village One (within the British Genius Site) and Option 2 hospitality marquee units are available in Hospitality Village Two (within the Athlete Village, on the grassy area), situated south of Central Avenue
- Hospitality marquee unit positions cannot be guaranteed.
- The hospitality marquee 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 marquee 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 marquee capacities are not exceeded. Any marquee 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 marquee units to accommodate all of your guests
- Furniture is not included within your hospitality marquee unit. Furniture options are separately priced on the booking form. Companies may only order tables and chairs through the J.P. Morgan Corporate Challenge. No outside rental companies are permitted (*please note that furniture for serving food and drink is organised by the caterers; extra payment is not required for this*).
- We have appointed approved suppliers to provide marquees. 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 refreshments from outside sources will not be allowed into your hospitality marquee unit
- You will be liable for any damage caused to the marquee unit and/or furniture that has been hired for the event
- Banners, branding and balloons must not be visible from the outside of your marquee. They can, however, be placed on the interior of your marquee, facing inwards.
- In the event that you must cancel your hospitality marquee unit/furniture, any monies paid to date are NON-REFUNDABLE. If cancellation is made after Wednesday 5 June 2019 the client will be held liable for the outstanding balance of 80% plus any additions.

## PICNIC AREAS:

- There is only one option available for picnic areas. The picnic area capacities stated on the booking form are based on up to 10 people per table area. 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 picnic area capacities are not exceeded. Any picnic area 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 picnic area units to accommodate all of your guests. You can reserve a maximum of 5 (50 people).
- Furniture is included within your picnic area, this will include a picnic table (seating 6) and parasol per area booked, with your company sign.
- If you are booking a picnic area for the 2019 London J.P. Morgan Corporate Challenge you are also required to book catering with the contracted supplier, Smart Hospitality Ltd. Food and refreshments from outside sources will not be allowed into your picnic area.
- Banners, branding and balloons are not allowed anywhere within the picnic area.
- In the event that you must cancel your picnic area unit, any monies paid to date are NON-REFUNDABLE.



Picnic area image from the London J.P. Morgan Corporate Challenge.



Hospitality marquee unit with the maximum allowable amount of furniture.

## Booking Information

We strongly recommend early bookings to avoid disappointment. Hospitality marquee units and picnic area bookings are on a first come, first served basis.

Please note that refreshments must be ordered when booking a hospitality marquee unit and/or picnic area.

- If you would like to book either (1) a hospitality marquee unit and furniture, or (2) a picnic area, please read and sign the Terms & Conditions, and return the completed booking form via email to [london@corpchallenge.jpmorgan.com](mailto:london@corpchallenge.jpmorgan.com) along with 20% deposit for marquees or 100% full payment for picnic areas via BACS.
- BACS Payment can be received with the following bank details:
  - Account Name: Limelight Sports Ltd
  - Account Number: 05162718
  - Sort Code: 18-00-02
- Please reference 'JPM2019' followed by your 'company name'.
- Your hospitality marquee unit/furniture/picnic area order is not related to your catering order and must be calculated and paid for separately via the separate Catering booking form.
- The 2019 payment schedule for hospitality marquee units and furniture is as follows:
  - 20% deposit to be sent with the booking form and signed Terms & 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 8 July 2019
- The 2019 payment schedule for picnic areas is as follows:
  - Full payment to be sent with the booking form and signed Terms & Conditions
  - Any additional charges incurred during the event will be invoiced the week commencing
  - Monday 8 July 2019
- If you have any hospitality queries, please contact Mary Buckland on email: [london@corpchallenge.jpmorgan.com](mailto:london@corpchallenge.jpmorgan.com) tel: 0845 680 1476

# Hospitality Booking Form

## OPTION 1: HOSPITALITY MARQUEE UNITS

Company Name: _____
Please complete the booking form, including signed acknowledgement of the Terms & Conditions, and <u>20% deposit</u> . Please retain a copy of this Booking Form and the Terms & Conditions for your personal records.
Day of Run: <input type="checkbox"/> Wednesday 3 July <input type="checkbox"/> Thursday 4 July
PO Ref (if required): _____ Estimated Team Size: _____
Hospitality Contact Name and Email: _____
Invoice Address: _____
Phone: _____ Mobile: _____
Invoice Email: _____
Invoice Contact Name: _____
<input type="checkbox"/> Tick to confirm you accept the Hospitality Terms & Conditions

Hospitality marquee unit prices include partitioning, power, flooring (in Hospitality Village One only), lighting, picket fencing, catering service tables and a company sign. You may order as many contiguous hospitality marquee units as necessary to accommodate your company's needs. All prices are exclusive of VAT.

HOSPITALITY VILLAGE	CAPACITY PER UNIT	COST PER HOSPITALITY MARQUEE UNIT	NO. OF UNITS	TOTAL PRICE
Hospitality Village One (British Genius Site)	Up to 30 seated at tables & 55 standing (85 people total) or 110 standing (no furniture)	£1,800		£
Hospitality Village Two (Athletes Village, on the grassy area south of Central Avenue)		£1,500		£
			<b>TOTAL MARQUEE COST:</b>	£

## FURNITURE

All items of furniture must be rented through the event; no outside vendors are permitted.

All prices are exclusive of VAT.

ITEM	CAPACITY	MAX. QUANTITY PER UNIT	PRICE PER ITEM	QUANTITY	TOTAL PRICE
<b>Recommended inside marquee</b>					
6ft round tables (with white table cloth)	Seats 10	3	£16.00		£
6ft x 2.6ft trestle tables (with white table cloth)	Seats 8		£10.00		£
Black folding chair		30	£2.30		£
<b>Recommended outside marquee (in picket fence area)</b>					
White bistro style chair			£4.00		£
White plastic patio table and four chairs	Seats 4	2	£21.50		£
<b>TOTAL FURNITURE COST:</b>					£

Subtotal Hospitality Marquee Unit and Furniture Cost excl. VAT:	£	
20% VAT:	£	
Grand Total Hospitality Marquee Unit and Furniture Cost incl. VAT: £ <span style="border-bottom: 1px solid black; display: inline-block; width: 150px;"></span>		
20% of Grand Total incl. VAT (for deposit):	£	

### Hospitality Marquee Unit and Furniture Orders:

I have arranged for a BACS transfer for \_\_\_\_\_ as a 20% deposit.

## OPTION 2: PICNIC AREA BOOKING FORM

<p>Company Name: _____</p> <p>Please complete the booking form, including signed acknowledgement of the Terms &amp; Conditions, with <u>full payment</u>. Please retain a copy of this Booking Form and the Terms &amp; Conditions for your personal records.</p> <p>Day of Run:        <input type="checkbox"/> Wednesday 3 July   <input type="checkbox"/> Thursday 4 July</p> <p>PO Ref (if required): _____ Estimated Team Size: _____</p> <p>Hospitality Contact Name and Email: _____</p> <p>Invoice Address: _____</p> <p>Phone: _____ Mobile: _____</p> <p>Invoice Email: _____</p> <p>Invoice Contact Name: _____</p> <p><input type="checkbox"/> Tick to confirm you accept the Hospitality Terms &amp; Conditions</p>
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Picnic area prices include a marked area, picnic bench, parasol and company sign. You may order up to 5 picnic areas for a total of 50 people. All prices are exclusive of VAT.

	CAPACITY PER AREA	COST PER CAPACITY	CAPACITY NO.	TOTAL PRICE
Picnic area (on grassy area, along Central Avenue)	Up to 6 seated at one table & 4 standing (10 people total)	1-10: £325 11-20: £600 21-30: £875 31-40: £1,150 41-50: £1,425		£
<b>Total Picnic Area Cost excl. VAT:</b>				£
<b>20% VAT:</b>				£
<b>GRAND TOTAL PICNIC AREA INCL. VAT:</b>				£

### Picnic Area Orders:

I have arranged for a BACS transfer for \_\_\_\_\_ as full payment.