



Hospitality Catering Booking Form

Catering must be ordered when booking a hospitality option (unit or picnic area) for the J.P. Morgan Corporate Challenge 2020. All catering is provided by Smart Hospitality Ltd. Please complete the below form 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 for the voucher catering unit also provided by Smart Hospitality Ltd. Please refer to the separate voucher catering form for further information. Please note, these must be ordered by Wednesday 3 June 2020 and are not available to purchase on the 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; all in, cost per head or 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 and make full payment to Smart Hospitality Ltd.

Payment Information

- Catering orders must be calculated and paid for separately from hospitality unit/furniture/picnic orders
- The 2020 payment schedule for catering is:
- 100% payment to be actioned when booking form and signed Terms and Conditions are emailed
- Any additional charges incurred during the event will be invoiced week commencing Monday 6 July 2020
- 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 included contact details below and Smart Hospitality Ltd will make contact to process the payment
- Smart Hospitality Ltd take Amex credit cards

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 5pm Wednesday 3 June 2020
- 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 hospitality unit 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 and 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 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 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 9:30pm, and all catering must end by 9:45pm. Your hospitality unit/picnic area and the Hospitality Villages must be vacated by 10pm. 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 3 July 2020 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 NONREFUNDABLE.
- If a cancellation is made after Wednesday 3 June 2020 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 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 Name: _____	
Day of Run: <input type="checkbox"/> Wednesday 1 July <input type="checkbox"/> Thursday 2 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 hospitality unit 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	£19.50		£
Classic BBQ with Dessert	£20.70		£

2. BEVERAGE OPTIONS

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)	£15.20		£
Compulsory bar person (one per 50 guests)	£108.65 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 3 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 hospitality 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)	£108.65 each	n/a		£
Champagne	£132.75 per case	6 bottles		£
House White Wine	£56.65 per case	6 bottles		£
House Red Wine	£56.65 per case	6 bottles		£
Premium White Wine	£64.30 per case	6 bottles		£
Premium Red Wine	£64.30 per case	6 bottles		£
Lager	£51.75 per case	24 x 330ml cans		£
Premium Lager	£56.65 per case	24 x 330ml cans		£
Coca-Cola	£20.00 per case	24 x 330ml cans		£
Diet Coke	£20.00 per case	24 x 330ml cans		£
7Up	£20.00 per case	24 x 330ml cans		£
Orange Juice	£22.00 per case	12 x 1 litre cartons		£
Still Water	£22.00 per case	24 x 330ml cans		£
Sparkling Water	£22.00 per case	24 x 330ml cans		£
TOTAL COST				£

Please note, if you choose not to collect your surplus beverages, Smart Hospitality Ltd. will donate a percentage of the cost to the chosen event charity beneficiary.

Catering Total excl. VAT: £ _____

Beverage Total excl. VAT: £ _____

Total Catering and Beverage excl. VAT: £ _____

20% VAT: £ _____

Grand Total Catering and Beverage incl. VAT: £ _____

Choose payment option below:

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, Smart Hospitality Ltd. will be in touch to process card payment