

## Picnic Area Booking Form

Picnic areas are available for companies who wish to provide post-race hospitality for their teams participating in the J.P. Morgan Corporate Challenge 2020.

Each picnic area is suitable for 10 runners. Companies can book up to 5 areas, accommodating up to 50 runners. For larger teams, we offer hospitality units, please refer to the separate hospitality booking form for further information.



Please note that catering must be ordered when booking a hospitality unit. Please complete the catering booking form separately and return this to [london@corpchallenge.jpmorgan.com](mailto:london@corpchallenge.jpmorgan.com) by Wednesday, 3 June 2020. All catering payments are to be made to Smart Hospitality Ltd. Details of this can be found on the catering booking form.

## Booking Information

- If you would like to book a picnic area, please complete and return the booking form below, ensuring you have signed the terms and conditions of booking. Forms should be returned via email to [london@corpchallenge.jpmorgan.com](mailto:london@corpchallenge.jpmorgan.com) along with 100% payment 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 'JPM2020' followed by your 'company name'

Please contact the team via [london@corpchallenge.jpmorgan.com](mailto:london@corpchallenge.jpmorgan.com) should you have any queries.

## Terms & Conditions

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

- 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 100% 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
- 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 of picnic areas to accommodate all of your guests
- Furniture is included within your picnic area, this will include a picnic table (seating 6) and parasol per area booked, with your company sign
- You will be liable for any damage caused to furniture within your area
- If you are booking a picnic area for the 2020 London J.P. Morgan Corporate Challenge you are required to also 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
- Last orders for drinks during the evening are at 9:30pm, and all catering must end by 9:45pm. Your picnic area and the Hospitality Villages must be vacated by 10pm. No extensions of time are permitted in the event that you must cancel your picnic area, any monies paid to date are NON-REFUNDABLE
- 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

To book a picnic area(s), please complete the booking form, including signed acknowledgment of the Terms and Conditions, and 100% payment. Please retain a copy of this Booking Form and the Terms and Conditions for your personal records.

Company Name: \_\_\_\_\_

Company Name for Company Sign: \_\_\_\_\_

Day of Run:         Wednesday 1 July    Thursday 2 July        PO Reference No.: \_\_\_\_\_

Estimated Team Size: \_\_\_\_\_

Hospitality Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_        Phone: \_\_\_\_\_

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): \_\_\_\_\_

**Please sign and date below to confirm agreement of the terms and conditions:**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## PICNIC AREAS

Picnic area prices include a picnic bench, parasol and company sign. You may order up to 5 picnic areas for a total of 50 people - 1st table is £350, with £300 for each table thereafter. All prices are exclusive of VAT.

PICNIC AREA	CAPACITY PER AREA	COST PER CAPACITY	CAPACITY NO.	TOTAL PRICE (EXCL. VAT)
Picnic Area (on the grassy area, along Central Avenue)	Up to 6 seated at one table & 4 standing (10 people total)	1 - 10: £350 11 - 20: £650 21 - 30: £950 31 - 40: £1,250 41 - 50: £50		£
Total Unit Cost: £ _____				
20% VAT: £ _____				
Grand Total Picnic Area incl. VAT: £ _____				
I have arranged for a BACS transfer for the immediate 100% payment of: £ _____				