



Picnic 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 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 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 a picnic area(s) you must order one picnic hamper per area ordered Each hamper serves up to 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 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 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 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 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 9:30pm, 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
- 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 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): _____		
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 designed picnic area on the designated hospitality booking form. Picnic areas are ideal for smaller teams of up to 50. 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
£365.65 (includes a picnic hamper for 10 plus 2 drinks per individual)		£
£420.00 (includes a picnic hamper for 10 plus 4 drinks per individual)		£

Payment

Total Cost of Vouchers:	£ _____
20% VAT:	£ _____
Grand Total Vouchers incl. VAT:	£ _____
Choose payment option below:	
<input type="checkbox"/> Option 1	I have arranged for a BACS transfer of Grand Total
<input type="checkbox"/> Option 2	I wish to pay Grand Total by credit card. _____
<i>Please include contact number, Smart Hospitality Ltd. will be in touch to process card payment</i>	