

## Hospitality Unit Booking Form

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

Hospitality units are suitable for up to 85 runners with furniture (based on 30 people seated, 55 people standing) or 110 runners without furniture. Companies can book multiple units to accommodate their team size. For smaller teams, we have picnic area hospitality or voucher catering available, please refer to the separate picnic area or voucher catering booking forms for more information.

There are 3 hospitality unit options across the two villages within the event site. All units are priced at £1,900 (excluding VAT), including partitioning, lighting, picket fencing, catering service tables and a company sign. Units will be allocated on a first come, first served basis. The 3 options are as follows:

- **Indoor Evolution Structure:** located in Village One and new for 2020, there are a number of carpeted units available within the Evolution Structure. Please note these units are indoors, with no outdoor space.
- **Marquees:** located in Village One, marquee spaces with carpeted flooring and a front garden, standing on concrete ground.
- **Marquees:** located in Village Two, marquee spaces with front garden, located on grassy area south of Central Avenue.



Access to Village One will be managed by wristbands, provided in runners race packs. Additional wristbands for guests can be requested on the booking form below.

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.

# Hospitality Map



## Booking Information

- If you would like to book a hospitality unit and furniture, 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). A minimum payment of 20% is required to secure the booking.
- 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'
- The 2020 payment schedule for hospitality units and furniture is as follows:
  - 100% payment to be sent with the booking form and signed Terms and ConditionsOR
  - 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 13 July

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

## Terms and Conditions

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

- Hospitality units are limited and will be assigned on a first-come, first-served basis
- Hospitality unit positions cannot be guaranteed
- 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
- The hospitality 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 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 unit capacities are not exceeded. Any units 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 units to accommodate all of your guests
- Furniture is not included within your hospitality 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 the hospitality units. Due to restrictions placed upon us by Battersea Park and Health & Safety regulations, alternative contractors cannot be used
- If you are booking a hospitality unit 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 hospitality unit
- You will be liable for any damage caused to the unit and/or furniture that has been hired for the event
- Banners, branding and balloons must not be visible from the outside of your hospitality unit. They can, however, be placed on the interior of your hospitality unit, facing inwards
- Last orders for drinks during the evening are at 9:30pm, and all catering must end by 9:45pm. Your hospitality unit and the hospitality villages must be vacated by 10pm. No extensions of time are permitted
- In the event that you must cancel your hospitality unit/furniture, any monies paid to date are **NONREFUNDABLE**. If cancellation is made after Wednesday 3 June 2020 the client will be held liable for the outstanding balance of 80% 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 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 hospitality unit(s), please complete the booking form, including signed acknowledgment of the Terms & Conditions, and minimum 20% deposit. Please retain a copy of this Booking Form and the Terms & Conditions for your personal records.

## Hospitality Unit Booking Form

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

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

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

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

Number of additional wristbands required for guests (Village One only): \_\_\_\_\_

Do you have any wheelchair users who require access to your unit? \_\_\_\_\_

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: \_\_\_\_\_

## HOSPITALITY UNITS

Please select your preferred unit location below. Whilst we endeavour to provide you with your preferred unit location, this cannot be guaranteed. All prices are exclusive of VAT.

HOSPITALITY UNIT OPTION	CAPACITY PER UNIT	COST PER HOSPITALITY UNIT	NO. OF UNITS	TOTAL PRICE (EXCL. VAT)
<b>Indoor Evolution Structure, Village One</b>	Up to 30 seated at tables & 55 standing (85 people total) or 110 standing (no furniture)	£1,900		£
<b>Marquee, Village One</b>				
<b>Marquee, Village Two</b> (on the grassy area south of Central Avenue)				£
			<b>TOTAL UNIT COST:</b>	£

## FURNITURE

ITEM	CAPACITY	MAX. QUANTITY PER UNIT	PRICE PER ITEM	QUANTITY	TOTAL PRICE
6ft round tables (with white table cloth)	Seats 10	3	£16.00		£
Black folding chair		30	£2.30		£
<b>FOR EVOLUTION ONLY:</b>					
Poseur table with white top		2	£30.00		£
<b>FOR EVOLUTION ONLY:</b>					
White plastic patio table with four chairs	Seats 4	2	£21.50		£
Additional white bistro style chair			£4.00		£
<b>TOTAL FURNITURE COST:</b>					£

## POWER

Do you require use of power in your hospitality unit?

Yes (there will be an additional cost associated with this depending on your requirements)

No

## PAYMENT

Subtotal Hospitality Marquee Unit and Furniture Cost excl. VAT: £ \_\_\_\_\_

20% VAT: £ \_\_\_\_\_

Grand Total Hospitality Marquee Unit and Furniture Cost incl. VAT: £ \_\_\_\_\_

20% of Grand Total incl. VAT (for deposit): OR £ \_\_\_\_\_

100% of Grand Total incl. VAT for full payment: £ \_\_\_\_\_

- I have arranged for a BACS transfer for \_\_\_\_\_ as a 20% deposit. The final payment of 80% will be made 30 days from receipt of invoice.

OR

- I have arranged for a BACS transfer for the immediate 100% payment of \_\_\_\_\_ .