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**Proudly sponsored by**

**St Elizabeth Hospice**

**Venice to Rome Cycle Ride 2019
Booking terms and conditions**

**The purpose of this agreement is to enable you to take part in the event so that you can raise money for St Elizabeth Hospice and to set out our mutual obligations in relation to the event.**

This agreement is made on \_\_\_\_\_/ \_\_\_\_\_\_/ \_\_\_\_\_ day/month/year between:

St Elizabeth Hospice, 565 Foxhall Road, Ipswich, Suffolk, IP3 8LX Registered charity number 289154

And First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Event date**: 9th – 15th September 2019
2. **Event organisation**:

The challenge is organised by the tour operator Chapeau Events.

Once your tour costs have been paid, the operator Chapeau Events will be fully responsible to you for the provision of accommodation and other tour services.

**Flights will not be included, and it is your responsibility to book flights to the destination and your return. Your charity representative shall advise you on which flights to book.**

In the event that the challenge is cancelled for what so ever reason St Elizabeth Hospice shall return up to £150pp for your flights if they are booked for the start and departure dates of the challenge. Proof of purchase shall be needed.

If you intend on booking some time in Venice before the challenge starts or on extending your stay in Rome, St Elizabeth Hospice takes no responsibility for your flights and in the event of the event being cancelled shall not refund any money as compensation.

All enquires and requests for information before the departure will be handled by a designated fundraiser from St Elizabeth Hospice.

1. **Event registration:**

Upon receipt of these signed terms of agreement and a non-refundable administration fee of £150, a place will be allocated to you on the cycle ride.

1. **Fundraising:**

In signing this agreement you agree to raise a minimum of £2200

Due to the financial risk and work involved to put on this challenge, St Elizabeth Hospice is the sole beneficiary of the fundraising for this challenge.

On occasions, places may be paid upfront and in full by personal or corporate funding, which means there may be an option to raise money for other organisations, but only in this instance will it be considered by St Elizabeth Hospice. If you would like to pay for the tour costs yourself to raise money for other organisations as well as the hospice, please contact the challenge team before signing up to the challenge.

Fundraising schedule:

£1760 (80%) must be paid to the hospice by 8th July 2019.

£2200 (100%) must be paid to the hospice by 18th November 2019.

The fundraising target can be self-funded. A direct debit can be set up if you wish.

If you are unable to meet the 80% deadline by the above date, you will forfeit your place on the challenge. See section 5 on cancellation or forfeit of place.

When asking for money from potential sponsors, you will make it clear that their sponsorship will be paid for the benefit of the charity and will not be refundable, even if you do not take part for what so ever reason.

You will only use lawful means to fundraise and must not do anything which harms or is likely to harm St Elizabeth Hospices reputation.

All payments should be made payable to St Elizabeth Hospice.

1. **Cancellation/forfeit of place**

Should you, for what so ever reason not take up your place on the ride, all sponsorship forms and monies collected should be returned immediately to St Elizabeth Hospice.

Upon registration you will receive an email with a link that will take you to a portal. Here you will find forms that you will need to submit to complete the registration process. You must provide Chapeau Events with a satisfactory reply to the medical questionnaire or have provided Chapeau with a doctor’s certificate indicating that you are sufficiently fit and healthy to take part in the challenge without serious risk to your health and safety as well as other participants.

As the hospice has to make substantial up-front payments to secure this challenge, if you are unable to meet the 80% deadline by 8th July 2019, you will forfeit your place on the challenge. You will also still be liable to fundraise or self-fund a minimum of £1760 (80% of the full amount).

Chapeau reserves the right to cancel the event at any time before the departure date and will return any costs paid to St Elizabeth Hospice.

In certain circumstances the cancellation of the event or changes in the itinerary or other arrangements could give you rights to compensation and/or refunds under the Package Travel, Package Holidays and Package Tours Regulations 1992 (as amended) Bearing in mind the purpose of the event and that the source of funds for your participation is charity donations, you hereby irrevocably assign to the charity all rights you may now or in the future have to receive such compensation and/or refunds in relation to the challenge.

Partial flight payments will however be issued in the event the challenge is cancelled. Please see section 2 for the conditions.

1. **Age Limit**

You must be at least 16 years old before the departure date and be an experienced cyclist.

If under the age of 18 you will need to be accompanied by a parent or guardian that is taking place in the challenge.

1. **Safety**

All participants take part in the challenge at their own risk.

You are required to take out a personal insurance cover for health, accident and loss. Chapeau will need a copy of your Insurance cover.

St Elizabeth Hospice reserves the right to refuse an application if the applicant is deemed unsuitable. In these circumstances the registration fee will be refunded in full.

1. **Responsibility**

You understand that the contract in respect of this cycle ride challenge above is with Chapeau Events Ltd. St Elizabeth Hospice acts as an agent for Chapeau and accepts no responsibility in its own capacity, in connection with the arrangements for, and conduct of the trip, accommodation and medical issues.

Chapeau will be liable to you for the provision of the tour services. The hospice is only the beneficiary of your fundraising.

St Elizabeth Hospice cannot take responsibility for the consequences of delays, strikes, war, sickness, quarantine, government action or other ‘force majeur’ circumstances.

This agreement is governed by English Law and you and we irrevocably submit to the exclusive jurisdiction of the English courts.

1. **Publicity and communications**

You consent to St Elizabeth Hospice contacting you via telephone, letter or email about any matter relating to fundraising and participation in the event.

You will be asked if your picture/story can be given to the press to help promote the challenge and the services that the hospice provides. You are not obliged to give permission but you will be asked.

I have read and agree to the above terms.

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

On behalf of St Elizabeth Hospice.

Signed: Date:

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