

Terms and Conditions for **Great Wall of China Trek, 18 – 26 October 2019** (the Event)

**By accepting a place from Richard House Children's Hospice I agree that:**

#### Participation

1. I will inform the Richard House Community and Events Team immediately if I am unable to take part in the event [and, where permitted, take all necessary steps to transfer my place to another person who wishes to take part in support of Richard House]. If it is not possible to transfer my place, I will still commit to the Donation and Payment Terms as outlined below.
2. I understand that this event is organised by the event organiser who is solely responsible for the conduct and operation of the event, including all health and safety requirements. Please see the event organiser's terms and conditions, or contact the event organiser directly for more information about the event and the potential risks involved.
3. Richard House Children's Hospice is not responsible for the event and accepts no liability whatsoever in relation to your participation in it.

#### Donations and Payment Terms

4. I pledge to raise a minimum of **£2700 excluding Gift Aid and registration fee**.
5. Pay a non-refundable and non-transferable registration fee of **£299 (including VAT)**.
6. I will endeavour to raise as much as possible for Richard House Children's Hospice and will regularly pay all money collected to the charity by:
  - Using a fundraising website such as [virginmoneygiving.com](http://virginmoneygiving.com)
  - Using the money return form provided to send cheques made payable to "Richard House Children's Hospice" to Richard House Children's Hospice, Richard House Drive, London, E16 3RG.
  - Calling the Community and Events Team on 020 7511 0222 to pay over the phone with my credit or debit card details
  - Paying online with my debit or credit card
7. I will send all outstanding sponsorship money to Richard House Children's Hospice by 4 weeks after the event.

#### Fundraising activities

8. I will comply with any fundraising guidance or advice issues by Richard House Children's Hospice.
9. I will use Richard House's fundraising materials to fundraise for this event and will return any unused materials and any t-shirts received upon completion of the event.
10. I will only use lawful means to fundraise and will not do anything that is likely to harm Richard House's reputation.
11. I will make donors aware that their donations will not be returned if I fail to complete the event.
12. I will abide by the [Code of Fundraising Practice](#) issued by the Fundraising Regulator.

## Sponsorship

13. I agree that my sponsorship forms will make it clear that the money is not given subject to any conditions and that the monies will not be returned if the event is cancelled or I do not complete the event.

14. If Richard House Children's Hospice is paying any of the event costs, I will make this clear to sponsors.

## Personal data and images

15. I give permission for the free use of my first name, and any pictures, images, films or videos, stories, quotes, feedback or comments in any future communications including fundraising, marketing and media purposes conducted by Richard House Children's Hospice.

16. I give permission for my personal information to be stored and used by Richard House Children's Hospice in connection with the organisation, promotion and administration of the Event and passed on to the Event organisers as required.

## Declaration

17. I confirm that I will be at least **18 years old on 18 October 2019** and I hereby accept these terms and conditions.

Richard House Trust is a registered charity (1059029) and a company limited by guarantee (3232837 - England & Wales). Its registered office is Richard House Children's Hospice, Richard House Drive, London E16 3RG