

Regus Raffle 2010

Terms and Conditions

About the Raffle

The Regus Raffle is the result of a partnership between Regus PLC and Hilton in the Community Foundation (HCF). HCF, registered charity number 1084220 (England and Wales) 38995 (Scotland) helps source prizes and produces the tickets and posters while Regus takes responsibility for the majority of raffle ticket sales through its 130 centres in the UK (excl. Northern Ireland). Additional tickets will be sold through participating Hilton hotels in the UK (excl. Northern Ireland).

30,000 tickets priced at £1 each in books of 10 tickets are being printed and distributed for sale and it is hoped that at least £20,000 will be raised from the event.

The three benefitting charities from the net proceeds are:

DebRA

Registered charity number 1084958 (England and Wales) 39654 (Scotland)

Macmillan

Registered charity number 261017 (England and Wales) 39907 (Scotland)

The Duke of Edinburgh's Award

Registered charity 1072490 (England and Wales) 38254 (Scotland)

Each charity will receive one third of the net proceeds, in the form of a grant payment from HCF once all raffle income has been collected and reconciled.

Raffle Promoter:

Mr Simon Sheehan, Hilton in the Community Foundation, 179-199 Holland Park Avenue, London, W11 4UL with licence: PML 000-008333-M203592-001



Timings

The Regus Raffle tickets will be on sale from 1st June 2010 until the draw date of 8th September 2010. A deadline of 27th August is being applied to sales to assist HCF with the collection and reconciliation.

The Draw will take place on Wednesday 8th September at Regus PLC headquarters in Chertsey.

Winners will be notified by telephone on 8th September. A list of winning tickets will be posted on the website www.hilton-foundation.org.uk on 8th September or as soon as possible after the Draw.

Prizes

These prizes have been generously donated to HCF for the purposes of fundraising through the Regus Raffle 2010. All prizes have been donated and accepted in good faith. Terms and conditions apply and these are outlined here.

Star prize

Five nights at Hilton Hawaiian Village for two persons, inclusive of breakfast, with return economy flights from United Airlines. Valid until August 2011

The hotel voucher provided by Hilton Hawaiian Village is for Oceanview accommodation for two persons for five nights. Room tax is included. Food, drinks and incidentals are not included. Restrictions will apply during certain dates of the year. Reservations are subject to availability and must be made at least two weeks in advance. The certificate must be presented upon arrival and is not redeemable for cash. Valid from 1st August 2010 – 1st August 2011.

The flights vouchers provided by United Airlines are for Economy round-trip flights for two persons between Europe and the 50 United States served by United Airlines. Arrangements can be made by the winner to fly direct from London to Hawaii. The tickets are valid from 8th September 2010 – 8th September 2011 and are non transferable, not extendable and cannot be combined. **Please note**, taxes are not included and must be paid by the winner. The flight includes a change at Chicago or on the West Coast, which United Airlines will facilitate. Please note any accommodation or stopover costs must be borne by the winner.

Kindly donated by Hilton Hawaiian Village and United Airlines

2nd prize

Two-night weekend stay for two at the beautiful 5-star Chateau de Berne in Lorgues, Provence with £200 of flight vouchers*

This weekend stay for two (Friday and Saturday OR Saturday and Sunday) is at the 5-star Chateau de Berne in Lorgues, Provence. The stay is valid from 1st September 2010 – 1st September 2011. The winner is asked to book travel directly to and from France (nearest airports are Nice and Marseilles) and HCF will refund up to £200 of the cost subject to provision of receipts. Food, drink and incidentals are not included.

Kindly donated by Regus

3rd prize

Seven nights for two persons at Hilton Capital City in Washington DC, USA, with up to £300 in flight vouchers available. Valid until October 2010

This voucher is for two persons to stay at Capital Hilton in Washington DC for 7 nights on a Room only basis, taxes included. The voucher was issued in

October 2009 and expires 31st October 2010 so the winner will need to take the prize quickly as the prize cannot be extended. Blackout dates apply and the prize is offered subject to availability.

Kindly donated by Hilton Hotels

4th prize
£200 worth of Next vouchers

The winner will receive £200 worth of Next Vouchers which can be used at hundreds of Next outlets throughout the UK and online at www.next.co.uk

Kindly donated by The Duke of Edinburgh's Award

5th prize
A weekend stay for two people at any Hilton Hotel in the UK and Ireland

This prize is for a weekend stay (two nights Friday and Saturday OR Saturday and Sunday) for two persons inclusive of bed and breakfast. Other extras must be settled on departure. The prize is valid at any Hilton UK and Ireland except London Hilton on Park Lane and the Waldorf Hilton in London. Accommodation is offered subject to availability and blackout dates at peak times may apply. Valid from 8th September 2010 until 8th September 2011.

Kindly donated by Hilton Hotels

6th prize
A two night stay for two people at any Jury's Inn Bed and Breakfast in the UK

2 night accommodation Bed & Breakfast for 2 persons at a Jury's Inn in the UK (subject to availability) Voucher Expiry Date: 30th April 2011.

Kindly donated by Macmillan

7th prize
A day of family fun - four LEGOLAND day passes. Day passes allow entrance for one adult or one child per ticket. Valid until 31 October 2010.

The prize comprises four LEGOLAND day passes* which allow entrance for one adult or one child per ticket. The tickets are valid from 20 March 2010 until 31 October 2010. The website is www.legoland.co.uk

*The full adult price ticket is £38 and £28 for a child of 3-15/seniors aged 60+.

Kindly donated by DebRA

8th prize £100 worth of John Lewis vouchers

The winner will receive £100 worth of John Lewis which can be used at John Lewis department stores throughout the UK or online at www.johnlewis.com

Kindly donated by Regus

Licence stipulations

Full terms and conditions pertaining to the HCF licence with the Gambling Commission are set out below, as we are selling tickets to the general public and/or over several days/ weeks. Our licence permits ticket sales of up to £20,000 per raffle with a limit of £100,000 sales per annum.

It is a legal requirement to include the following information on your tickets:

- The price
- The name of the charity/charities (e.g Hilton in the Community Foundation), the registered charity number (1084220), the Scottish registered charity number (SC038995), and the name and address of the promoter (Mr Simon Sheehan, Hilton in the Community Foundation, 179-199 Holland Park Avenue, London, W11 4UL) on both ticket and counterfoil
- The date and location of the draw on both ticket and counterfoil
- The words 'The Hilton in the Community Foundation is licensed by the Gambling Commission www.gamblingcommission.gov.uk'
- The main prizes
- A space so the owner of the tickets can provide information such as name, address and telephone number

<input type="text"/> Name <input type="text"/> Address <input type="text"/> Tel Tickets £1.00 each Raffle to be drawn on 8 September 2010 at Regus in Chertsey <small>Promoter: Simon Sheehan Hilton in the Community Foundation 179-199 Holland Park Avenue, London, W11 4UL Registered charity number 1084220 (England and Wales) 38995 (Scotland)</small>	Regus Regus Raffle 2010 In partnership with Hilton in the Community Foundation Star Prize Five nights at Hilton Hawaiian Village for two persons, inclusive of breakfast, with return economy flights from United Airlines. Valid until August 2011* 2nd Prize Two-night weekend stay for two at the beautiful 5-star Chateau de Berne in Lorgues, Provence with £200 of flight vouchers* 3rd Prize Seven nights for two persons at the Capital Hilton in Washington DC, USA, with up to £300 in flight vouchers available. Valid until October 2010* And many more prizes to be won! See reverse for details. <small>Hilton in the Community Foundation is registered with the Gambling Commission for Great Britain. *Prizes are offered subject to availability, terms and conditions. For a full list of prizes and terms and conditions of the Raffle, please visit www.hiltonfoundation.co.uk Promoter: Simon Sheehan, Hilton in the Community Foundation, 179-199 Holland Park Avenue, London, W11 4UL, Hilton in the Community Foundation Registered charity number 1084220 (England and Wales) 38995 (Scotland) DeRA registered charity number 1084220 (England and Wales) 38995 (Scotland) Muesli registered charity number 201217 (England and Wales) 38927 (Scotland) Duke of Edinburgh Award registered charity 107430 (England and Wales) 38254 (Scotland)</small>	<input type="text"/> Tickets £1 each Raffle to be drawn on 8 September 2010 at Regus in Chertsey Net proceeds will be donated to: DeRA <i>Helping for a life free of pain</i> WE ARE MACMILLAN. CANCER SUPPORT DE THE DUKE OF EDINBURGH AWARDS
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Costs

All costs of the lottery must be notified, and invoices sent to the Foundation. Costs cannot amount to more than 80% of ticket sales.

Selling tickets

- You must be 16 or over to buy or sell a ticket.
- Tickets may not be sold outside mainland UK.
- All tickets must be sold at face value and you cannot offer deals on tickets (ie – 5 tickets for the price of 4).
- You must not sell tickets in the street or any other public place.
- You must not sell tickets door-to-door.
- If you are mailing tickets, do not send more than £20 of tickets to any address.

- You must keep records of all tickets distributed and not returned.
- You can ask shops and other organisations to sell/distribute tickets on your behalf (subject to above rules).
- You will be responsible for ensuring that all unsold tickets are returned to you.
- As the sold tickets are received a note of the numbers should be made, before they are separated and put into the draw, and the money received checked and banked into the Foundation bank account.
- Immediately after the draw, sold tickets must be returned to the Foundation office

The Draw

- If for any reason the date of the draw has to be changed, you should make sure that everyone taking part is aware of the change including Hilton in the Community Foundation.
- The draw should be witnessed and a list of all winners and their prizes should be signed by the person making the draw and the promoter.
- All paid for and completed counterfoils must be entered into the draw.

Post Draw

- Winners should be contacted within seven days of the draw and prizes should be distributed as soon as possible. Proof that winners are over 16 years old is required.
- Reasonable efforts must be made to trace the owners of the winning tickets and unclaimed prizes must be kept available for six years after the date of the draw.
- Contact details of anyone that has purchased a ticket should never be publicised.
- Once winners have been contacted, both winning and unlucky stubs should be retained and sent to the Foundation. The Gambling Commission requires us to keep Raffle Tickets for at least 3 years after the event.
- Inform the Foundation of the winners so that a list of names can be published on our website.
- **Sold (post-draw) tickets should be sent to the Foundation, with the final accounting. We must keep these tickets for at least 3 years for a possible inspection.**
- You must account to the Foundation for the net proceeds i.e. number of tickets sold less itemized expenses and cost of prizes, including VAT which is not reclaimable. We also have to declare the value of any donated prizes or costs.