



UPPER MALONE ROOMS BOOKING FORM 2020/2021

Please complete this form in full and return to: Maria Caddell [malonebookings@qub.ac.uk], Queen's Sport, Botanic Park, Belfast BT9 5EX. If you have any queries please ring the office on 028 90387684.

Please complete a separate form for each facility and/or each day required.

Contact details

Name of Organisation			
Contact Name			
Address			
Phone Number		Email Address	

Booking details

Purpose of booking	
---------------------------	--

Please indicate the room required:

Meeting Room 1	
Meeting Room 2	
Bar Area	
Function Area	
Full Social Area	
Social Area + Meeting Room 2	

Please indicate catering requirements

QUB Hospitality	
Outside Catering	
No Catering Requirements	

Day:	Start Time:	End Time:
Date:		

Equipment / Set Up Required: <i>Please detail any additional equipment e.g. chairs, tables, flipcharts etc</i>	
--	--



UPPER MALONE ROOMS BOOKING FORM 2020/2021

No. of Participants	

Photography

Please note photography is strictly prohibited. If you wish to take photographs at your event permission needs to be granted in advance of the booking.

Payment

Block booking payments can be paid for in advance or invoiced on a monthly basis. The full amount of the booking will be invoiced at times when the club/ organisation do not show for their booking or cancel without giving one weeks' notice. Organisation can be invoiced for their bookings however members and individuals must pay at reception prior to the start of the booking.

The information collected on this form is used by Queen's University Belfast in its provision of sport & recreation. This information will be kept for six years after your membership has ended.

Internal Communications

If you wish to receive up to date Queen's Sport information please tick this box

Copies of the Queen's Sport Privacy Policy are available upon request or online at www.queenssport.com

UPPER MALONE ROOMS BOOKING FORM 2020/2021

Returning to Sport Declaration

Over the past number of months, Queen's Sport are having to adapt to a new way of delivering sporting facilities. While the University has been planning for a phased return to campus, our guiding principle in planning a return to sport will ensure we safeguard the health, safety and wellbeing of all of our users.

Many protective measures have been put in place to ensure the health and safety of everyone at Queen's. These measures are in line with the [NI Executive](#) and [Public Health guidance](#) on physical distancing, hand hygiene and controlling the potential spread of COVID-19. These measures have been agreed by the University and is supported by a comprehensive Risk Assessment for returning onsite.

As part of your booking, all participants must assess their health prior to arriving onsite. You should not access our facilities if you:

- Are suffering from a temperature- this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- Have a new, continuous cough- this means coughing frequently for more than an hour, or if you experience three or more coughing episodes in 24 hours. If you have a pre-existing persistent cough, it may be worse than usual
- Experience Anosmia: the loss of or a change in your normal sense of smell (it can also affect your taste)
- Have experienced any of these symptoms in the previous seven days
- Have been diagnosed with COVID-19 (until you are advised it is safe to return to activity)
- Are awaiting COVID-19 test results
- Have been advised to self-isolate
- Do not come onsite if you or someone you live with has symptoms

You will notice as you arrive onsite a number of changes. The University has installed protective measures on Campus to ensure everyone is safe. Social distancing measures have been installed, these may include Perspex screens, one way circulation system, designated up/down stairs and in/out doors.

Hand sanitising station have been placed on access and egress routes. These may be supplemented by stand-alone sanitising stations where applicable. Our facilities will introduce enhanced cleaning measures, particularly with frequent contact surfaces.

Our facilities, based on current guidance and Risk Assessments will have some restrictions in place. We ask that all payments for bookings are completed online or on the telephone before arrival. Access to changing facilities and the main pavilion area will not be available. We will have toilet facilities available if required.

We ask that all users of the sites arrive on time for their booking, this will assist with managing access and crowd control on our pitches. We also ask after your session finishes that you leave promptly and not congregate onsite.

Whilst a return to contact training is a welcome announcement, we recognise that regulations preventing gatherings greater than groups of 10 are still in place. It is the responsibility of our clubs and external users including 5 a-side to ensure the National Governing Body guidelines are adhered to in line with [Sport NI Return to Sport Guidelines](#).

Your safety, and that of our staff, is a top priority.



**QUEEN'S
UNIVERSITY
BELFAST**

**QUEEN'S
SPORT**

UPPER MALONE ROOMS BOOKING FORM 2020/2021

I hereby apply for use of the facilities detailed on the booking form. I have read and undertake that the Conditions of Hire including the Return to Sport Declaration will be properly observed and agree to payment of all charges owing.

Signature: _____

Position in club : _____ Date: _____