



Queen's Sport Upper Malone – 2025/2026 Booking Form

BOOKERS INFORMATION

Club/Organisation Name			
Contact Name		Position	
Address			
Telephone		Email	

INVOICING

- Please complete table below if invoicing details differ from main contact
- Invoices will be issued monthly
- Failure to cancel a booking with 24 hours' notice will result in the full booking fee being charged

Invoicing/Statement Contact			
Invoicing/Statement Address			
Telephone		Email	
Purchase Order Number (If applicable)			

BOOKING PURPOSE

Please specify the nature/purpose of your booking request (e.g. Club Training, Match, Sports Day)
If this is a match, please include the details of the opposition team.

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BOOKING DATES & TIMES

Please detail the dates, and times required, please include any days that are not required.

Day	Date From	Date To	Time From	Time To



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FACILITY REQUIREMENTS

Please tick the facilities you require for your booking.

Grass Pitches

Arena Floodlights & Stadium (334 seats/200 standing) Rugby/GAA/Soccer – Competitive Fixtures/Events	
Pitch 1 Stadium - Soccer – Competitive Fixtures	
Pitch 8 Floodlights - Rugby	
Pitch 10 Floodlights - GAA	
Pitch 12,13,14,15,16 No Floodlights - Soccer/GAA/Rugby	

Synthetic Pitches

Pitch 4 3 x 3g 7-a-side pitches with floodlights <i>Please note footwear suitable for 3G surfaces only, no metal blades permitted</i>	1/3 Pitch	2/3 Pitch	Full Pitch
Pitch 5 Artificial Sand Dressed Pitch with floodlights Hockey/Soccer <i>Please note flat soled trainers only, no football boots or blades are permitted</i>	½ Pitch	Full Pitch	
Pitch 6 3g Pitch with floodlights Soccer/GAA/Rugby <i>Please note footwear suitable for 3G surfaces only, no metal blades permitted</i>	½ Pitch	Full Pitch	
Pitch 7 Artificial Water-based Pitch with Floodlights & Stand Hockey	Full Pitch		

Other Areas

Strength & Conditioning Suite Weight Training Facilities – <i>A qualified coach must be present</i>	
Meeting Room 2 AV Facilities/Air Conditioned – Capacity 40	
Function Area Presentations/Seminars/Training Capacity 40	



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Social Area Corporate Events, Seminars, Training Capacity 200	
Bar Facilities	

PARTICIPANTS INFORMATION

Age Range of Participants		Number of Participants		Number of spectators	
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CHANGING ROOMS

Do you require the use of changing facilities Yes/No?

Number requiring female changing		Number requiring male changing	
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EQUIPMENT/SET-UP REQUIREMENTS

Equipment/Set-Up Please detail any additional equipment required or set-up requirements

CATERING

Do you intend to bring in Outside Catering? Yes/No If yes, please detail below

Indoor Catering Please provide details of supplier	Company Name	Company Address
Outdoor Catering Please provide details of supplier	Company Name	Company Address



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TEA/COFFEE PROVISION

Flasks of tea and coffee serve up to 12 cups, please specify order below, the costs will be added to your invoice.

Day	Date	Time	No. of Tea Flasks	No. of Coffee Flasks

PRESS/DIGNITARIES

Will press and/or dignitaries be present at the event? Yes/No If yes, please detail below

FIRST AID PROVISION

Queen's Sport Staff are all first aid trained; however, we ask that for large events First Aid Provision is provided, please include details of your first aid provider

ADDITIONAL INFORMATION

Security

Should Queen's Sport management decide that your booking requires the provision of QUB Security to help manage the site/event this will be an additional charge made to your account.

Additional Staffing

Should Queen's Sport Management decide that your event requires additional staffing resources or if staffing is required outside of normal business hours this will be an additional charge made to your account.

Car Parking

Car parking is free, there are two large car parks accommodating up to 300 vehicles and 10 coaches.

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.

Social Media

Please forward any promotional images, social media posts etc. to **malonebookings@qub.ac.uk**

Internal Communications

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

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



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RISK ASSESSMENTS

Queen's Sport will confirm your booking upon receipt of a satisfactory Risk Assessment (see attached proforma)

- Block Bookings, including schools, must submit a Risk Assessment to cover training and matches
- If young persons under 18 or vulnerable adults will be in attendance, you must provide a copy of your safeguarding policy and procedures.

EVENTS

- A site visit and consultation to discuss your requirements prior to the submission of your booking request is recommended
- A detailed Event Plan and Risk Assessment must be submitted one month before a small event and three months before a large event for approval by the Operations Manager
- Event Terms and Conditions will apply. A copy will be provided to the event organisers upon receipt of a booking request.

DECLARATION

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

Signature: _____

Position in Club/Organisation: _____

Date: _____