NORTHWOOD
COMMUNITY SPORTS

Northwood Community Sports
Northwood Stadium

Event Booking Form

Please complete all sections before submission

Ref: _____
Date received: _____

1 — EVENT DETAILS

EVENT NAME / DESCRIPTION

EVENT DATE(S)

EVENT TYPE

START TIME

END TIME (INCL. SETUP / BREAKDOWN)

EXPECTED PARTICIPANTS

EXPECTED SPECTATORS

2 — FACILITIES REQUIRED

TICK ALL THAT APPLY

☐ Sports Hall (Full) ☐ Sports Hall (1/3) ☐ Athletics Track ☐ Grandstand ☐ 3G Pitch (Full)
☐ 3G Pitch (7-aside) ☐ Functional Fitness Space ☐ Gym ☐ Car Park ☐ Changing Rooms

ANY OTHER SPACE OR ACCESS REQUIREMENTS

3 — ORGANISER DETAILS

ORGANISATION / CLUB NAME

LEAD CONTACT NAME

PHONE NUMBER

EMAIL ADDRESS

ADDRESS

PUBLIC LIABILITY INSURANCE (PROVIDER)

POLICY NUMBER & EXPIRY DATE

4 — VENDORS & ADDITIONAL SERVICES

> **Vendor Site Fee:** Any vendor attending the site (food, merchandise, equipment, etc.) is subject to a flat fee of **£50 per vendor**,payable with your event balance.

WILL VENDORS BE ATTENDING?

☐ Yes ☐ No

IF YES — NUMBER OF VENDORS

NAMES / TYPES OF VENDORS (E.G. CATERING, MERCHANDISE)

ADDITIONAL REQUIREMENTS (COSTS MAY APPLY) — TICK ALL THAT APPLY

☐ PA / Sound System ☐ Licensed Bar ☐ First Aid Provision ☐ Security
☐ Media / Filming ☐ Event decoration ☐ Coffee van ☐ Food vendor ☐ Portaloos

5 — STAFFING

> **Additional Staffing:** For large spectated events, NCS requires 1 additional member of staff per 150 spectators. Staffing costs will be confirmed at your pre-event meeting and added to your final invoice.

CONFIRMED SPECTATOR NUMBER

ADDITIONAL STAFF REQUIRED

NCS STAFF AGREED COST

WILL THE ORGANISER BE PROVIDING THEIR OWN STEWARDS / SECURITY?

☐ Yes ☐ No ☐ Partially — details below

DETAILS

6 — PRICING & PAYMENT

Item	Rate	Hours / Qty	Total
Facility hire			
Additional staffing			
Vendors on site (£50 each)	£50 flat		
Other			
Total Event Cost			
10% Deposit (non-refundable)	Due to confirm booking		
Balance	Due 7 days prior to event		

Payment Terms:

- A **10% non-refundable deposit** is required to confirm your booking. Your date is not secured until this is received.
- **Full balance** must be paid no later than **7days before the event** . Failure to do so may result in the booking being released.
- Vendor site fees are payable with the balance.

DEPOSIT PAID

DEPOSIT DATE

BALANCE PAID

BALANCE DATE

7 — PRE-EVENT MEETING

Required for all events: A pre-event call or on-site meeting with an NCS team member is mandatory before your event takes place. This ensures our staff fully understand the event requirements, layout, and any safety considerations. This will be arranged after your deposit is received.

PREFERRED CONTACT METHOD

☐ Phone call ☐ On-site meeting

BEST TIME TO CONTACT

MEETING / CALL DATE

NCS STAFF MEMBER

NOTES FROM PRE-EVENT MEETING

8 — DECLARATION & AGREEMENT

By signing below, I confirm that the information provided is accurate and that I have read and agree to the Northwood Community Sports event hire terms and conditions. I understand that the deposit is non-refundable and that full payment is required 7 days prior to the event. I accept responsibility for the conduct of all participants, spectators, and vendors associated with this event.

ORGANISER SIGNATURE

PRINT NAME

DATE

NCS AUTHORISED BY

Northwood Community Sports | Northwood Stadium, Keelings Road
Stoke-on-Trent, ST1 6PA
For queries contact the bookings team before completing this form.
Info@northwoodstadium.co.uk