

PETERBOROUGH UNITED  
EVENTS



**ESSENTIAL INFORMATION GUIDE**

# PETERBOROUGH UNITED EVENTS

## WELCOME TO WESTON HOMES STADIUM

Home to Peterborough United Football Club and one of the city's most memorable venues. The Weston Homes Stadium is the perfect place for your meeting, exhibition, dinner, or celebration event.

Whether you're planning a corporate away day, milestone birthday, awards evening or community celebration, our experienced events team will help bring your vision to life with creativity, quality service and tailored packages to suit your needs.



# PETERBOROUGH UNITED EVENTS

## VERSATILE, DYNAMIC AND INSPIRING

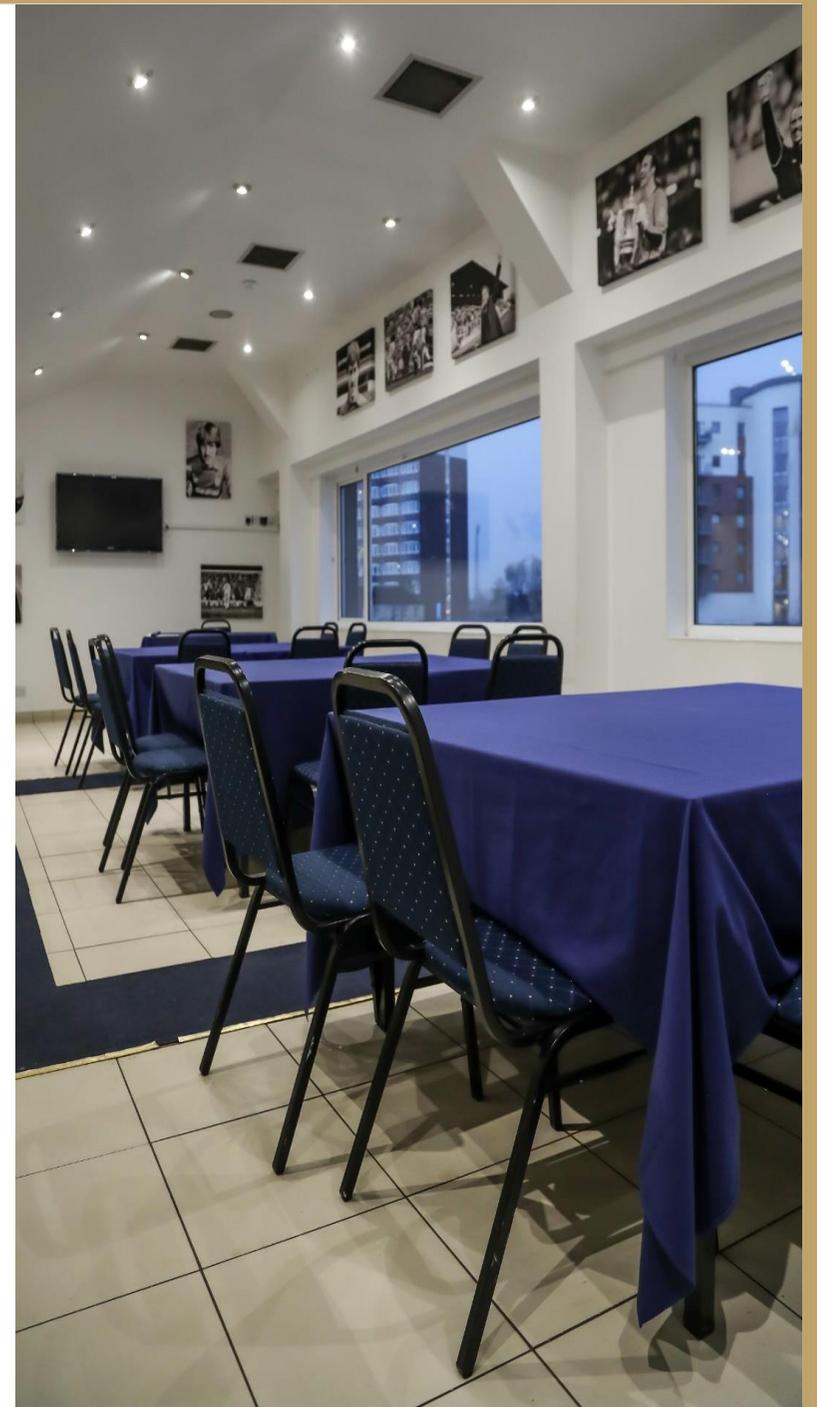
With 6 unique event spaces the variety and versatility of our suites make us the smart choice for your event.

This Essential Information Guide has been compiled to help you plan for your event at Peterborough United Football Club. Should you have any additional queries please don't hesitate to contact us.

Peterborough Events  
Peterborough United Football Club  
Weston Homes Stadium  
London  
Peterborough  
PE2 8AL

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## ACCESSIBILITY

Most of our event spaces are accessible from main reception. Please speak to your Events Co-ordinator in advance of your event if any of your guests have accessibility requirements. We also have several accessible parking spaces at the Stadium which are allocated on a first come first served basis.

## ACCOMMODATION

Peterborough United Football Club does not have any accommodation onsite but do have relationships with local hotels nearby, information can be shared on event confirmation.

## ADMINISTRATION SERVICES

There is no official administrative service or business centre at The Weston Homes Stadium however, the Peterborough Events team is happy to assist where possible. Printing charges apply.



# PETERBOROUGH UNITED EVENTS

## BEVERAGES

Our premises license allows service of alcohol from 11:00 until 21:30 for outdoor events and from 11:00 until 00:30 for indoor events. Should you wish to review our wine and beverage menu please contact your Event Co-Ordinator.

## CAPACITIES

The maximum capacity of each event space is based on room layout and health & safety guidelines. Please see our Event Spaces brochure for full information. For exhibitions, floor plans should be submitted in advance of the event to be reviewed by the stadium health & safety manager.

## CANDLES

No naked flames are permitted within the Stadium due to health and safety reasons and the sensitivity of the automated fire detection system.



## CATERING

We request that all guests be prompted to provide specific dietary requirements well in advance of the event.

We require 7 working days' notice for final catering numbers and all other dietary requirements. For kosher catering requests we require 14 days' notice, and these will incur additional charges.

For customers with a specific event brief, our Executive Chef is happy to work alongside them to provide bespoke catering ideas tailored to individual requirements.

For exhibition events, we offer an exhibitor catering service delivering catering and beverages direct to individual stands. For crews we offer a range of options for hot and cold crew catering which can be served within either the event space or in a designated area.



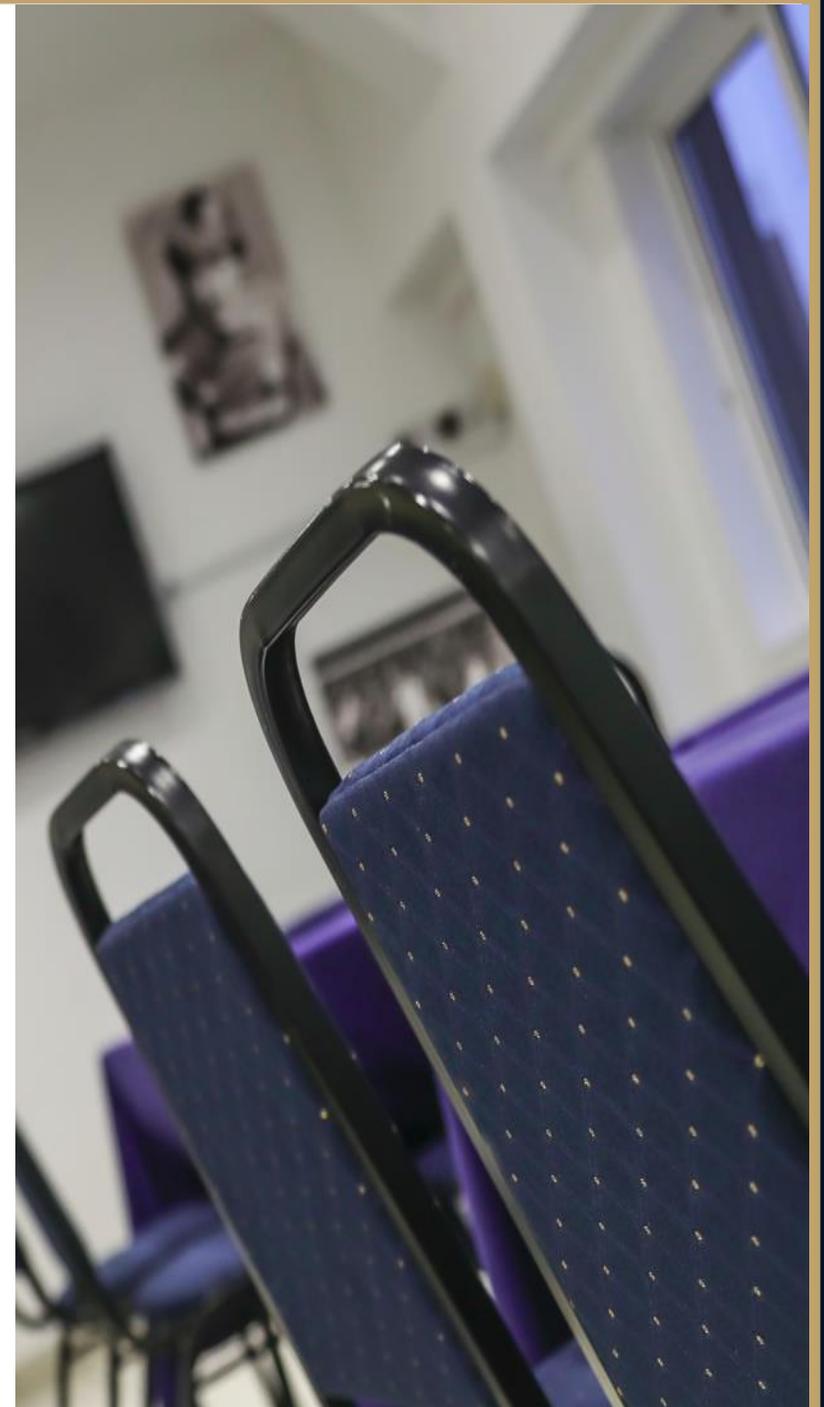
# PETERBOROUGH UNITED EVENTS

## CCTV

Due to the size and stature of the venue, there is CCTV in place throughout the whole of the stadium.

## CHILDREN & YOUNG VISITORS

Children under the age of 16 are not permitted on site unless accompanied by a parent/guardian. Children are not allowed on site during event set-up day.



# PETERBOROUGH UNITED EVENTS

## CLEANING

Room hire includes a full pre-event clean prior to your tenancy. For multi-day events, each event space is cleaned overnight ready for the following morning. For events requiring a mid-event clean, your Event Co-ordinator will be happy to quote a bespoke price, which meets your requirements.

If exhibition stands are part of your event set-up, please ask your Event Co-ordinator for further details of specialist exhibition stand cleaning. Please note it is the organiser's responsibility to ensure all rubbish created because of the exhibition is disposed of in the designated areas. These will be shown to you on arrival at the stadium and additional large bins will be supplied if required for larger events.

## COMMERCIAL GUIDELINES

Please note that any use of the Peterborough United Football Club logo in connection with your event must adhere strictly to the Club's brand guidelines. A copy of these guidelines are available on request.



## CROWD MANAGEMENT

For large events, organisers may be required to provide a comprehensive crowd management plan, which must be submitted no later than two weeks prior to the event.

The plan should be inclusive of all health & safety documentation along with detailed explanation of the transportation and movement of attendees. Full approval from the stadium is essential for an event to proceed.



# PETERBOROUGH UNITED EVENTS

## DANCE FLOORS

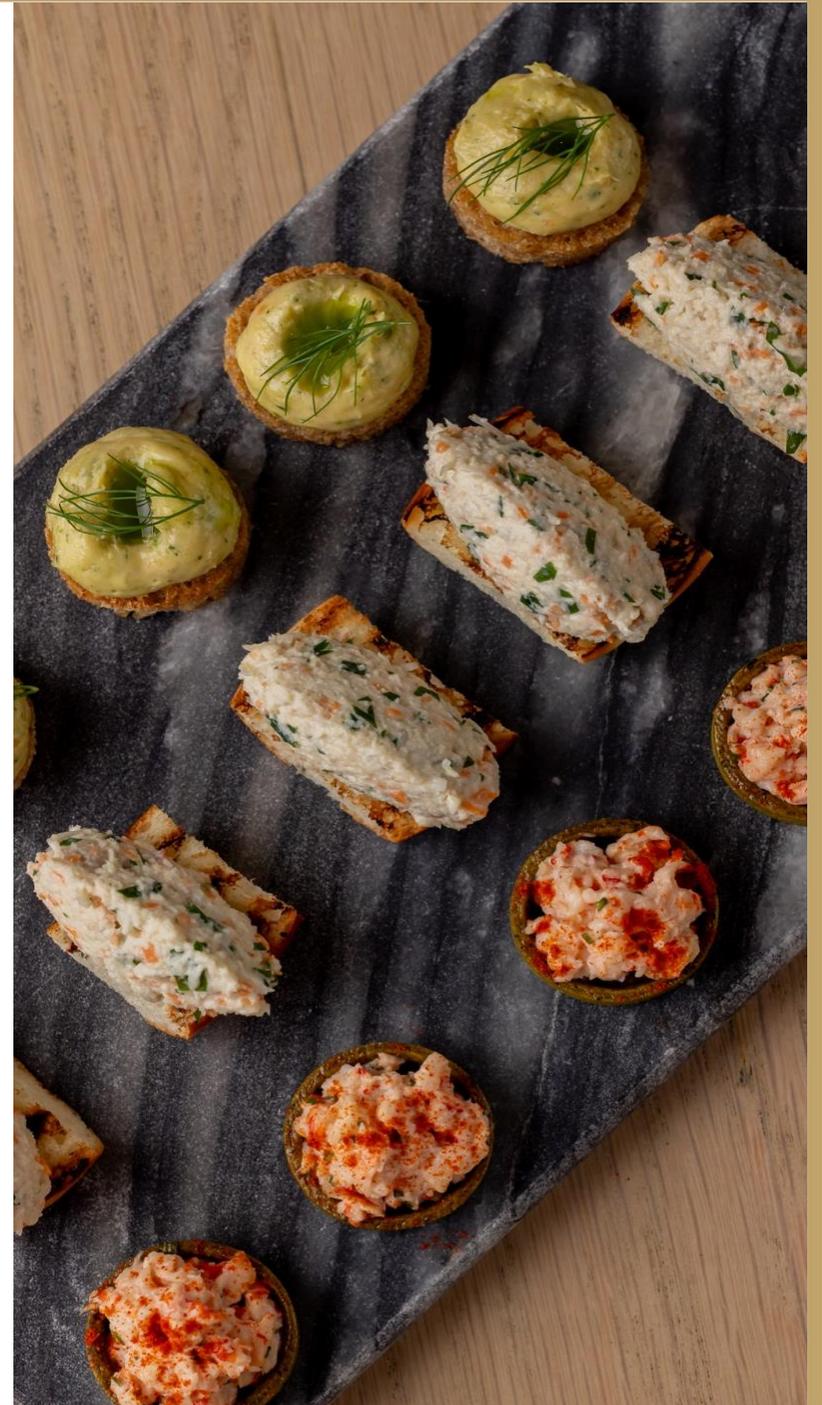
An in-house dance-floor is available for pre-booking and measures 15ft x 15ft.

## DELIVERIES

As storage is limited at the Stadium, we cannot take deliveries of items for an event more than 48 hours in advance.

We also ask that you ensure that all items are collected no more than 24 hours after the end of your event.

Although we endeavour to ensure items which are delivered or collected either side of your event are kept safe; all equipment left onsite is at the event organisers own risk. Please ensure all items delivered or packed up at the end of your event are clearly labelled.



## **FIRE EVACUATION**

In the event of an emergency in which an area of the stadium needs evacuation, the Duty Manager would oversee the movement of all persons to escape routes.

On arrival to the function room on the day of your event, the Duty Manager will provide your staff with a briefing of all key housekeeping points inclusive of the closest escapes and evacuation meeting points.

Large events and exhibitions may require additional fire & safety officer cover. Please liaise with your Event Co-ordinator for details on venue recommendations and associated charges.



## FLOOR PLANS

A selection of simple floor plans are available that include basic measurements, power and IT connection points which can be sent to the Event Organiser upon request.

The detailed room layout and furniture available will be discussed in advance of the event with your Event Co-Ordinator.

For events utilising external AV Companies, it is the responsibility of the AV Company to provide a comprehensive floor plan detailing stage set and room layout at least one week prior to the tenancy commencing.



## HEALTH & SAFETY POLICIES

If you choose to bring in your own production company, you will be required to supply the relevant health and safety documentation in line with current health and safety regulations.

For large productions we will require no less than 2 weeks in advance of the event:

- Method statement
- Risk assessment
- Floorplan showing both floor socket and 3 phase power requirements
- Production schedule detailing access routes

Risk assessments should identify all probable risks associated with planned works, whether those risks are to the workers carrying out the work, the clients and staff of the venue or the public.

Please note that all electrical devices must be PAT certified and all materials must be a minimum of class 1 fireproof certified.



# PETERBOROUGH UNITED EVENTS

## INSURANCE

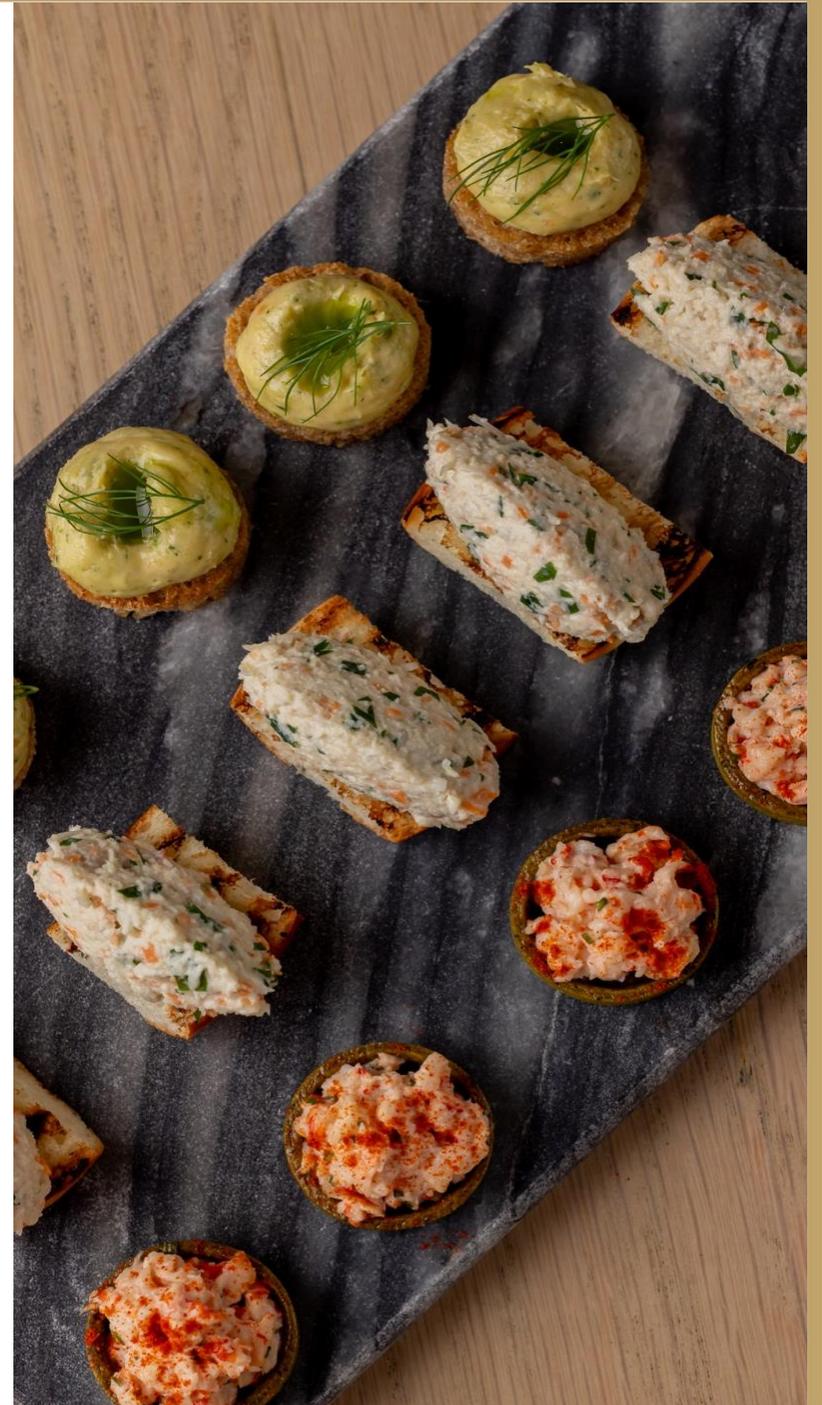
Public liability insurance must be provided in advance of the event in line with the contract terms and conditions.

## LOST PROPERTY

All items left within the stadium are done so at the owner's own risk. Peterborough Events and Peterborough United Football Club accepts no responsibility for any items left anywhere within the venue. If we find any items, post-event we will liaise directly with the Event Organiser.

## POWER

Standard power and lighting is included in your room hire fee. If you require any additional power requirements, please let your Event Co-ordinator know at least two weeks in advance of your event.



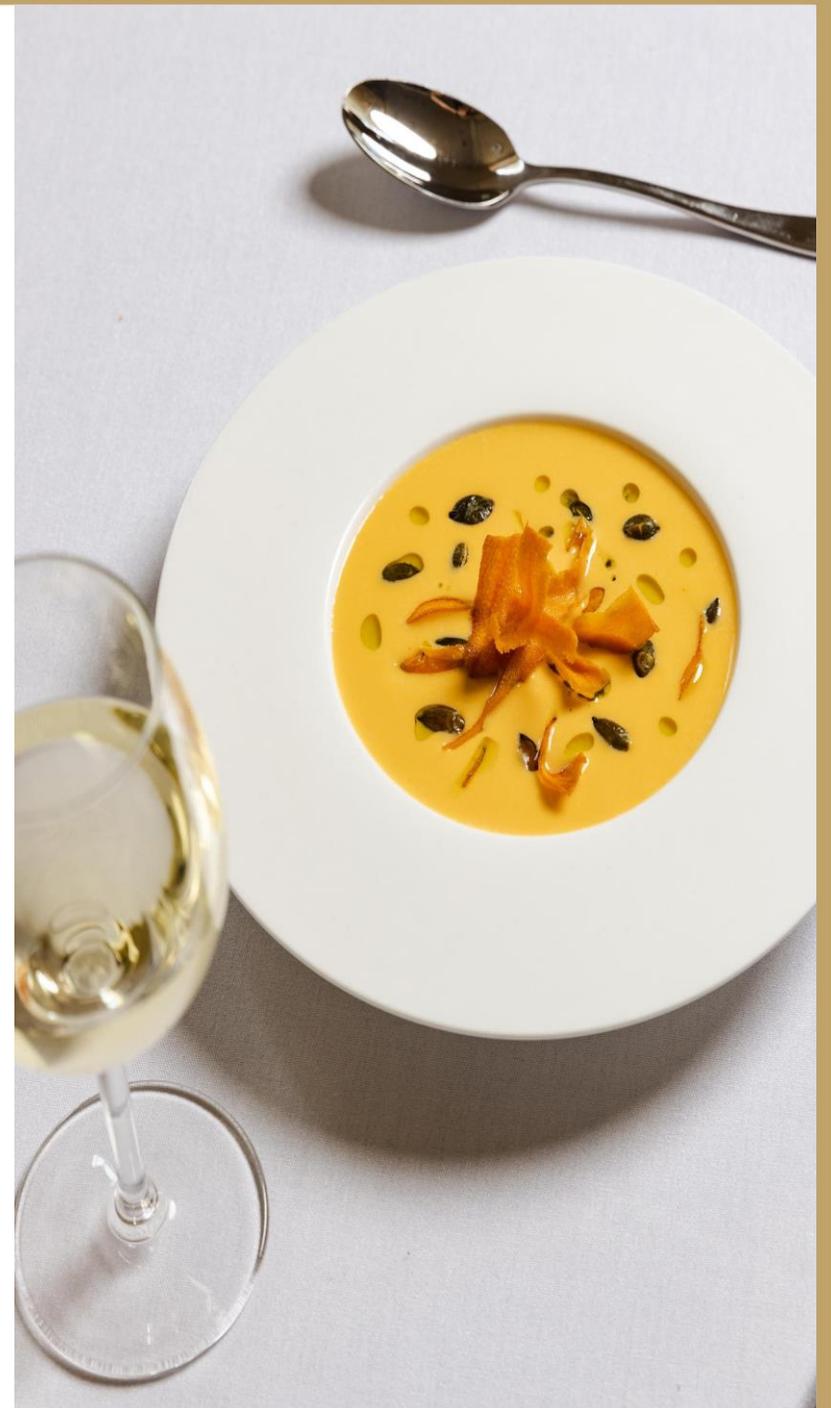
## **SAFETY & SECURITY**

Security is required at all events that are out of hours, on a weekend, or include bar service. Charges will be confirmed by your Event Co-Ordinator prior to your event and are payable in advance.

To ensure your safety, all visitors to Peterborough United Football Club, may be subject to extra checks on entry.

Our security team will endeavour to ensure these checks are carried out discreetly and efficiently, although in some cases slight delays may be unavoidable. If you have any questions regarding this aspect of your visit, please do not hesitate to contact us at any time.

We do politely request for all events over 50 guests to have a full guest list provided in advance; and for functions under 50 guests registration will take place in main reception. Not providing this information may cause delays in guests gaining access to the event.



## SIGNAGE & BANNERS

The Stadium is equipped with basic directional signage to all the function spaces, and your Event Co-ordinator will print basic event specific signage. You are welcome to prepare your own directional signage; please advise your Event Co-ordinator if you wish to do so. We advise that all signage and banners should be removed from the stadium at the end of the tenancy.

## SMOKING

Peterborough United Football Club is a non-smoking and vaping venue. Guests wishing to smoke must do so at the designated smoking point.

## SPECIAL EFFECTS

Pyrotechnics, smoke machines and dry ice effects are not permitted in the venue.



## TRANSPORT

### **Bus services**

The Weston Homes Stadium is served by the County L2 and City 1 bus routes provided by Stagecoach Bus service. Bus stops are located on Oundle Road which is only a few minutes walk to the stadium.

### **Car parking**

We have approximately 200 car parking spaces onsite which are available on a first come first served basis. All event guests using the car park are required to input their registration details into the parking iPad, located at reception's front desk.

### **Train station**

Peterborough Mainline station is the nearest train station to The Weston Homes Stadium and is a 10-minute walk away and is operated by East Midlands Railway (EMR), London Northeastern Railway (LNER), and Thameslink, connecting it to London, Edinburgh, Liverpool, Manchester, Birmingham, and Norwich.





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## FOR MORE INFORMATION

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