

OXFORD UNITED FC – TEAM REQUIREMENTS

Arrival process

- Room keys to be ready 1 hour prior to team arrival
- Room keys to be laid out in team dining room NOT reception
- Event manager/Duty manager to greet team on arrival and take them to the team dining room to collect room keys

Accommodation

- 34 double rooms for sole occupancy
- 1 twin room for twin occupancy
- 1 double room for sole occupancy – complimentary for coach driver
- Team will require 1 comp upgraded room for the manager (ideally with a bath)
- Will also require approx. 4 rooms with baths if the hotel has these
- Room rates to be quoted as room only due to breakfast for players in private dining room and breakfast for staff in main restaurant
- All mini bars to be locked or emptied
- Option to cancel 2 rooms FOC on receipt of final rooming list

Function room layouts

- Team dining room set up banquet style (round tables) – 2 tables of 8 for staff and 3 tables of 8 for players with TV screen showing Sky Sports/TNT where possible
- Meeting room – set up to seat 35 theatre style with projector, screen, flipchart and pens
- Physio room – empty room ideally with a TV screen, with 22 fresh towels per day
- Signage will be provided for function space

Catering

- All food must be served 15 mins prior to service time
- Please ensure salad bar is quoted with lunch and dinner menus (ie dinner and salad bar priced as one menu)
- Players will have breakfast in private dining room off menu provided
- Approx 16 staff will have breakfast in main restaurant

Catering quantities

- Arrival snacks x 10 covers
- Dinner x 34 covers
- Evening snacks x 15 covers
- Breakfast – players x 20 covers
- Breakfast – staff x 16 covers
- Lunch x 34 covers
- Pre match meal x 31 covers

Timings (all timings are approximate and will be confirmed with the hotel if the booking goes ahead)

1500 kick off timings

- 1600 Team arrival and check into rooms
- 1600 Arrival snacks in private dining room
- 1900 Dinner in private dining room
- 2100 Evening snacks in private dining room
- 0730-0930 Breakfast for players in private dining room
- At leisure Breakfast for staff in main restaurant
- 1130 Pre match meal in private dining room
- 1300 Check out of rooms and depart hotel

1945 kick off timings

- 1600 Team arrival and check into rooms
- 1600 Arrival snacks in private dining room
- 1900 Dinner in private dining room
- 2100 Evening snacks in private dining room
- 0730-0930 Breakfast for players in private dining room
- At leisure Breakfast for staff in main restaurant
- 1200 Lunch in private dining room
- 1615 Pre match meal in private dining room
- 1800 Check out of rooms and depart hotel

Daylet timings

- 1130 Team arrival and check into rooms
- 1200 Lunch in private dining room
- 1230-1615 Players sleeping in bedrooms
- 1615 Pre match meal
- 1800 Check out of rooms and depart hotel