**ENGLAND SQUASH MASTERS EVENT HOST VENUE
APPLICATION FORM AND QUESTIONNAIRE**

1. **Point of Contact for this Application**

|  |  |
| --- | --- |
| Name  |  |
| Email Address |  |
| Contact Telephone Numbers |  |

1. **Club Information**

|  |  |
| --- | --- |
| What is the correct title of the club? |  |
| What is the correct address of the club? |  |
| What is the correct contact telephone number of the club? |  |
| Detail the venue website address? |  |
| How many courts do you have at the venue?***Complete question 3 if less than 8 courts are available.*** |  |
| How much parking is available at the club? |  |
| Are there any parking restrictions? |  |
| What are the overflow car parking arrangements? |  |
| Are there any parking access issues to the club (i.e. one-way restrictions, or areas to park for the event?) |  |
| Detail all the available parking options, addresses, and parking rates if any off-site parking is required. |  |
| What time is the club open from?***Access to setup for the event up to 2 hours in advance of the first match on the Friday and an hour in advance for Saturday and Sunday*** |  |
| What facilities are available at the club (i.e. bar facilities, cafe facilities, physiotherapy facilities, access to gymnasium, pool facilities) and are they all available to the tournament players? |  |
| Do you have a club shop where players can buy Squash equipment, such as grips rackets etc? |  |
| Provide the location of the first aid equipment and defibrillator (if available) |  |
| Detail the emergency procedure in the event of an injury requiring first aid support at your club. |  |
| Rate the squash courts, by their designation, from best to worst, including the alternative venue if necessary? |  |
| Which courts are the best for spectators and approximately how many spectators can view the court? |  |
| Rate the courts, by their designation, from warmest to coolest, including the alternative venue if necessary? |  |
| Can any of your courts be easily videoed? |  |
| Is there WiFi available near every court which could be used for video streaming or electronic scoring? |  |
| Are there any access requirements to gain entry to the changing facilities? |  |
| Are there lockers available for the players? |  |
| If lockers are available what do players need to secure them (i.e. lock or pound coin) |  |
| Where do you want the players to store their sports bags? |  |
| Can you offer access to any other facility at your club, for example swimming pool, gym, spa etc? |  |
| If so, what would you charge for these facilities, if anything? |  |
| What facilities do you have for the provision of hot and cold refreshments? |  |
| Will you be offering set menu options for players for Friday and Saturday? |  |
| Do you wish us to publicise any menu options? |  |
| When will these facilities be available to the event players? |  |
| What bar facilities are available to the event players? |  |
| When will the bar be available to the event players? |  |

1. **Alternative Venue (for venues with less than 8 available courts)**

If the event is popular, then additional courts may be required at an alternative venue. If you have less than 8 courts supply the details of the alternative venue giving the similar information to paragraph 2 above.

|  |  |
| --- | --- |
| What is the correct title of the club used as the alternative venue? |  |
| What is the correct address of the club? |  |
| How far away is the alternative venue from your club by car? |  |
| What is the correct contact telephone number of the club? |  |
| How much parking is available at the club? |  |
| Are there any parking restrictions? |  |
| What are the overflow car parking arrangements? |  |
| Are there any parking access issues to the club (i.e. one-way restrictions, or areas to park for the event?) |  |
| Detail all the available parking options, addresses, and parking rates if any off-site parking is required. |  |
| What facilities are available at this venue (i.e. bar facilities, cafe facilities, physiotherapy facilities, access to gymnasium, pool facilities) and are they all available to the tournament players? |  |
| Please provide the location of the first aid equipment and defibrillator (if available) |  |
| Detail your emergency procedure in the event of an injury requiring first aid support at this venue. |  |
| Rate your courts, by their designation, from best to worst, including the alternative venue if necessary? |  |
| Which courts are the best for spectators and approximately how many spectators can view the court? |  |
| Rate your courts, by their designation, from warmest to coolest, including the alternative venue if necessary? |  |
| Can any of your courts be easily videoed? |  |
| Is there WiFi available near every court which could be used for video streaming or electronic scoring? |  |
| Are there any access requirements to gain entry to the changing facilities? |  |
| Are there lockers available for the players? |  |
| If lockers are available what do players need to secure them (i.e. lock or pound coin) |  |
| Where do you want the players to store their sports bags? |  |
| Can you offer access to any other facility at your club, for example swimming pool, gym, spa etc? |  |
| If so, what would you charge for these facilities, if anything? |  |
| What facilities do you have for the provision of hot and cold refreshments? |  |
| Will you be offering set menu options for players for Friday and Saturday? |  |
| Do you wish us to publicise any menu options? |  |
| When will these facilities be available to the event players? |  |
| What bar facilities are available to the event players? |  |
| When will the bar be available to the event players? |  |

1. **Event Manager**

*The Event Manager will provide the following:*

* *Touch screen systems to display schedules and draws*
* *A monitor to display the active court schedule.*
* *All match balls.*
* *All marking sheets.*
* *All clip boards and pens used for marking.*

|  |  |
| --- | --- |
| Can you provide two good size tables (Approximately 2 x 1600mm x 600mm) for the tournament desk? |  |
| Are there electricity points close to the tournament desk location? |  |
| Are there electricity points close to the tournament desk or near the courts for the touch screen event information screen? |  |
| Is the area provided to the Event Coordinator close to the viewing area and well lit? |  |
| Is there good WiFi Internet access from the area where the Event Coordinator will be sited? |  |
| Are there any access requirements to gain entry to the changing facilities? |  |
| Are there lockers available for the players? |  |
| If lockers are available what do players need to secure them (i.e. lock or pound coin) |  |
| Where do you want the players to store their sports bags? |  |
| Can you offer access to any other facility at your club, for example swimming pool, gym, spa etc? |  |
| If so, what would you charge for these facilities, if anything? |  |
| What facilities do you have for the provision of hot and cold refreshments? |  |
| Do you wish us to publicise any menu options? |  |
| When will these facilities be available to the event players? |  |
| What bar facilities are available to the event players? |  |
| When will the bar be available to the event players? |  |

1. **Accommodation**

|  |  |
| --- | --- |
| What local hotels can you recommend in the area? Please detail options from budget through to premium rate accommodation? |  |
| Have you negotiated any deals with these hotels that you wish us to publicise? |  |

1. **Sponsorship**

|  |  |
| --- | --- |
| Do you have a sponsor for the event that you wish us to publicise for you? If so, please provide all the details including high quality logos where possible. |  |

1. **Insurance**

|  |  |
| --- | --- |
| Confirm the venues in this application have the necessary public liability insurance that will cover the event taking place at the venues. This question is concerned with the insurance of all people using the venues (players, event administration staff, referees and spectators), but not the players playing squash, as this is a personal responsibility.  |  |

**Completed questionnaires should be sent to the
England Squash Masters as follows:**events@englandsquashmasters.co.uk and

robert.smith@englandsquashmasters.co.uk