

WELCOME TO

— E OLD TRAFFORD —



UNITED EVENTS
OLD TRAFFORD



THANK YOU

**FOR CHOOSING OLD TRAFFORD
AS A VENUE FOR YOUR EVENT**



WHAT IS OUR LOCATION? - MOTORWAYS



Manchester United, Sir Matt Busby Way, Old Trafford, Manchester postcode M16 0RA

FROM THE NORTH

Leave the M60 at Junction 12 M602 (Salford/Manchester). At the end of the M602 (Junction 3) follow signs for Salford Quays & Trafford Park. At the roundabout turn right onto Trafford Road (A5063). At the bridge over the Manchester Ship Canal, keep in the right hand lane, turn right and follow the road round to Trafford Wharf Road, then left at the traffic lights, passing the Premier Inn. Continue through the lights to reach the stadium.

FROM THE SOUTH

Leave the M6 at Junction 19 and take the A556 in the direction of Manchester Airport. Continue onto the M56 to Manchester, passing the Airport, and follow the signs to the M60 (North & West). Leave the M60 at Junction 7 (A56 Chester Road) and follow the signs for Manchester United. (Sir Matt Busby Way is closed from Chester Road on Match Day).

BY TAXI

Manchester Airport: 20-30 minutes – £35
Piccadilly Station: 15 minutes – £10

PUBLIC TRANSPORT

The Metrolink service operates a frequent service from the City Centre (including Victoria & Piccadilly Stations) to Old Trafford station which is situated within a five minute walk of the footballground.

Metrolink enquiries: 0161 205 2000

Old Trafford Metrolink station is accessible for wheelchair users, however Old Trafford Train Station is not. For information on accessible transport in Greater Manchester, please visit tfgm.com/accessible_transport

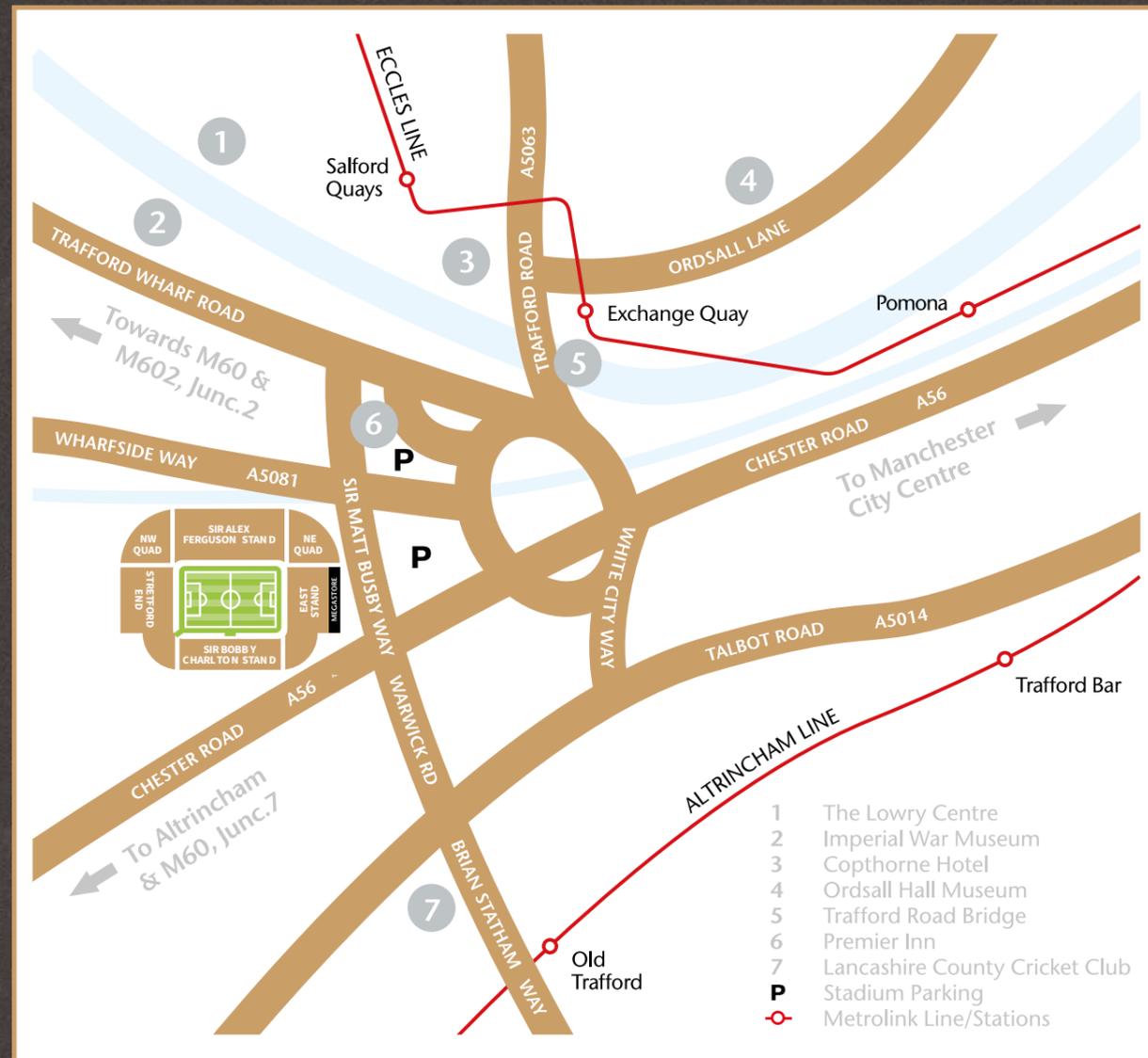
Major roadworks have begun on key roads surrounding the stadium which will last until 2023. This will increase your journey time to and from the stadium if you travel by car. For full details visit manutd.com/gettinghere

PLEASE NOTE

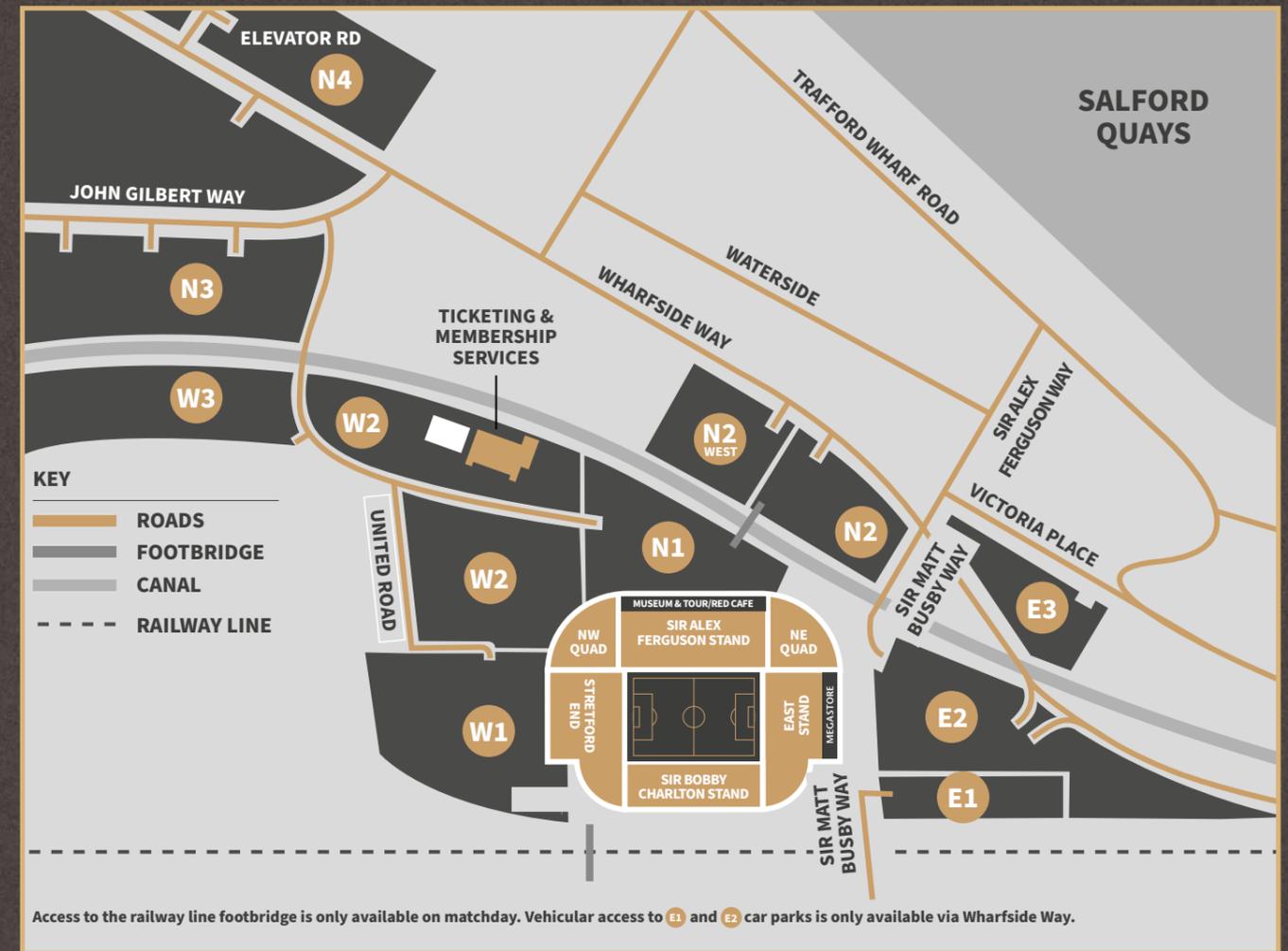
Sir Matt Busby Way is a 'no through' road.

NON MATCHDAY: Access to car parks E1 & E2 can be gained via Wharfside Way only.

OLD TRAFFORD STADIUM MAP

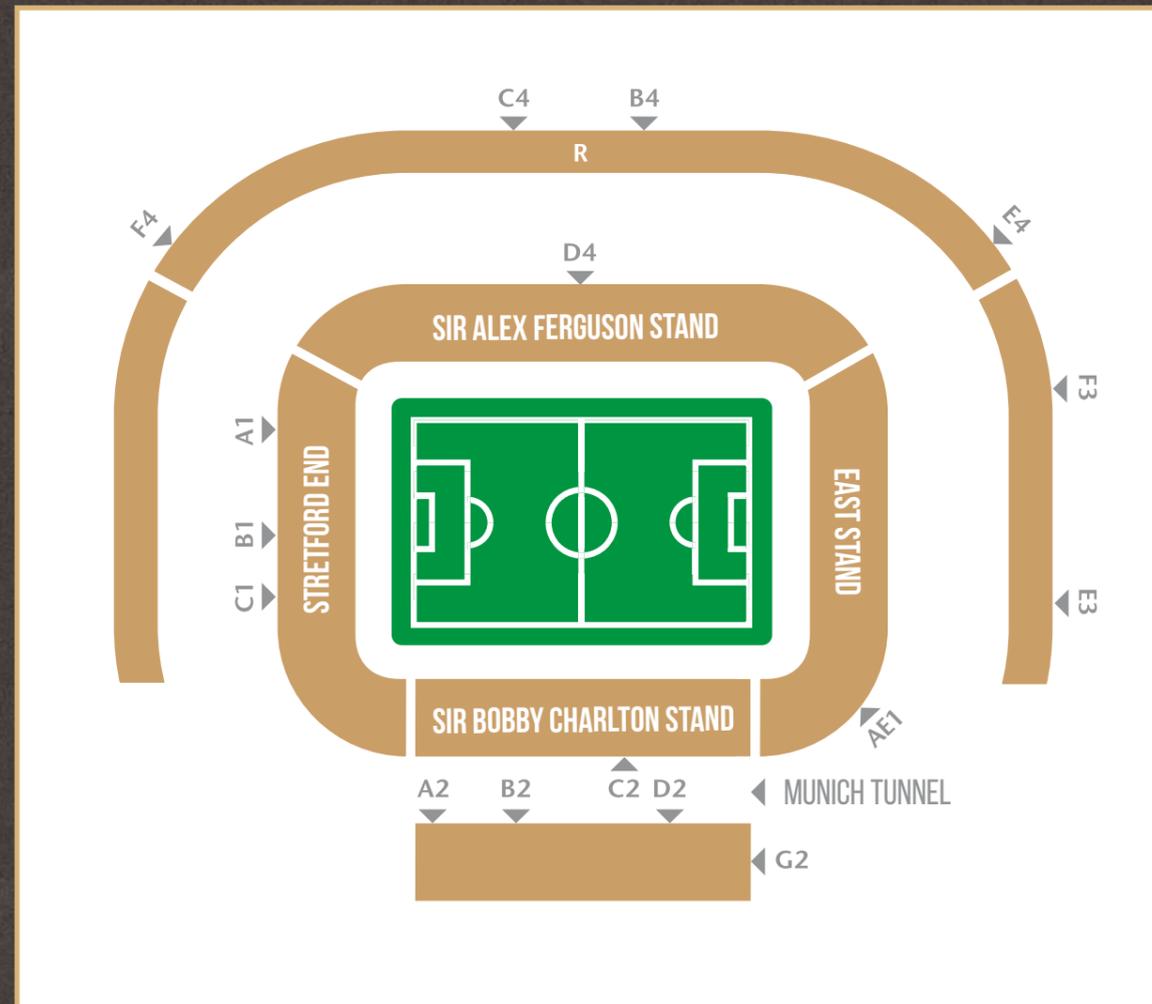


WHERE TO PARK



If you are attending an event at Old Trafford Stadium, please park in E2, which is accessed from Wharfside Way - for Sat Nav use postcode M16 0SZ.

SUITE ENTRANCES



SIR ALEX FERGUSON STAND

Sir Alex Ferguson Stand Reception	B4/C4
Museum & Tour	B4
Manchester Suite	B4/C4
Red Cafe	B4
1878	C4
Salford Suites	B4/C4
Hospitality Lounges	B4/C4
Executive Boxes	B4/C4
Manchester VIP	D4
Accessible Seating	AE4

EAST STAND

Ability Suite	AE1
East Stand Reception	E3
East Stand Boxes	F3
Accessible Seating	AE1/AE2/AE3

STRETTFORD END

Centennial Club	C1
Stretford End Boxes	B1
The International	A1

QUADRANTS

NORTH-EAST	Knights Lounge	E4
	Evolution	E4
	500 Club	E4
	The Academy	E4
	The Gallery	E4
	1999 Suite	E4
NORTH-WEST	100 Club	F4
	Kit Room	F4
	1968 Suite	F4
	Captains' Lounge	F4

SIR BOBBY CHARLTON STAND

Stretford Suite	B2
No.7 at Old Trafford	D2
Premier Suite	C2
Old Boardroom	C2
Chairmans Lounge	C2
Directors Private Room	C2
Directors Lounge	C2
Trafford Suite	D2
Ambassadors Lounge	C2
Warwick Suite	G2
Sir Bobby Charlton Stand Boxes	G2
Treble Suite	G2

BAG POLICY

For your safety and security the only bags permitted into the stadium by supporters are the following:



Small handheld bag which does not exceed 8" x 6" x 2" / 20cm x 15cm x 5cm



Megastore carrier bag containing Megastore purchases only.



PROHIBITED ITEMS

ON A NON-MATCHDAY WHAT CAN I BRING INTO THE STADIUM?



Small Lens Camera
(3 inch zoom or less)



Umbrellas



Small Bags / Backpacks
(must be able to fit under your seat)



Laptops



Computer Tablets



Drink Cartons



Baby Buggies / Prams



Solid Containers / Flasks



Dark coloured liquids or plastic bottles



Water in excess of 500ml



Large Bags or Suitcases



Flags or Banners greater than 2m x 1m



Canned Drinks



Telescopic or Long Lens Cameras



Video Recording Equipment

ON A NON-MATCHDAY WHAT CAN'T I BRING INTO THE STADIUM?



Alcohol



Drinking Glasses



Glass Bottles



Smoke / Gas Canisters



Air Horns



Fireworks / Flares



Tools



Cigarettes & Electronic Cigarettes



Knives / Weapons (including replicas)



Smoke / Haze Machines



Candles



Food

NB: All Firearms, Explosives, Replicas, Paint Bombs / Guns are prohibited and will not be allowed on site.

DELIVERIES

FOR NON-MATCH DAYS

We take the safety of our staff and visitors very seriously here at Old Trafford and there are a couple of security measures that we would like to inform you of.

DELIVERIES

It is very important to make your Event Coordinator aware of all deliveries, failing to do so will lead to your deliveries being turned away.

All items that are posted will be subject to a third party screening process, which will require a minimum of a 5 working day lead time to ensure all items are onsite for your event.

Please ensure you inform your Event Coordinator on what item(s) are being delivered and what date/time to can expect them so they can inform the Group Logistics Team and Security.

We need to be made aware of all deliveries arriving to the stadium and these should be sent to the address below:

FAO - (Event Coordinator Name) Manchester United FC
Group Logistics
Unit 27
United Trading Estate Old Trafford Manchester
M16 0RJ

Please ensure that all items are clearly labelled with the following:

- Name and date of the event
- Suite the event is taking place in
- Reference Number
- A contact name and number

PLEASE NOTE :Manchester United is not responsible for any items being delivered that we are unaware of or that are not clearly labelled with the above information.

COLLECTIONS

FOR NON-MATCH DAYS

COLLECTIONS

If there are items that need to be collected post event, please inform your Room Manager on the day.

They will need to know what items are being left and when they are due to be collected.
The collection address is to the left.

These items must be securely packaged and correctly labelled with the address they are to be returned to and left neatly together in the suite. Once packaged and labelled, you must inform the room manager/duty manager of the items being left in addition to informing your Event Coordinator.

Failure to comply with any of the above may result in the item(s) being unable to be collected.

PLEASE NOTE: Manchester United is not responsible for any items that are left behind and can only hold items for 5 working days after the event has taken place.

—E CONTRACTOR LIAISON E—

If you've booked an event at Old Trafford, the **Event Contractor Liaison Team** will help make sure your event runs smoothly.

If you're not bringing any equipment, barriers or vehicles on site, you don't need to do anything further.

If you are planning on bringing equipment, barriers and/or vehicles on site, we need some more information in advance of the event to help your it run smoothly on the day.

The Event Contractor Liaison Team (CL Team) are responsible for ensuring contractors and all personnel are informed of our health and safety policies at all times throughout their experience with Manchester United. It is important that you are aware of the safety rules and emergency procedures that are in place for your safety and that of your colleagues.

THE ROLE OF THE EVENT CONTRACTOR LIAISON TEAM

- Meet & greet all contractors on arrival
- Induct contractors to their work place, a wristband is then issued to each contractor
- Provide onsite health & safety advice, and make sure that all our contractors comply with our house rules and regulations
- Provide a safe working environment

YOUR ROLE

- To understand and comply with our rules, regulations and health and safety policies at all times
- Be respectful to others and work area

REQUIRED DOCUMENTS

All organisers/contractors will be expected to provide the following documents which we will need at least **two weeks** prior to the event in order for us to review giving us time to discuss any areas of concern.

- Risk Assessment for event
- Method Statement
- Public Liability Insurance - value must be realistic depending on the activity taking place
- Portable Appliance Test Certificate
- Personal Emergency Evacuation Plan - PEEPs
- Person in Charge/Crew List
- Contact Details

Please fill in 'Key Information sheet' and your event details at manutd.com/contractorliaison and then send your documents via email to **your event coordinator**.

For more information about United Events please call Conference & events bookings & enquiries on: **+44 161 524 0821**



**UNITED
EVENTS**
OLD TRAFFORD

MANCHESTER UNITED LIMITED
SIR MATT BUSBY WAY
OLD TRAFFORD
MANCHESTER
M16 0RA

TEL: 0161 524 0821

UNITED.EVENTS@MANUTD.CO.UK
WWW.MANUTD.COM/UNITEDEVENTS