



**Littlehampton
Town Council**

EVENTS

Invitation to Tender

Event Support



Littlehampton Town Council Events

Invitation to Tender for Event Support

You are invited to provide a tender for a three-year contract to provide Event Support at Littlehampton Town Council Events from April 2026 to March 2029.

Littlehampton Town Council are looking for a contractor that will deliver high quality, professional services that meet the Council's vision to produce quality, safe events that enhance the profile of the Town and visitors.

To ensure a fair and consistent process please complete the tender form in Appendix A.

Contract

Any contract will be between the designated contractor and Littlehampton Town Council.

Tenders should be based per event as requested.

Tenders

Tenders must be submitted by email, addressed to the Town Clerk, Laura Chrysostomou tenders@littlehampton-tc.gov.uk Please return your tender by midnight on **3 March 2026**.

You are required to submit separate prices for each event, exclusive of VAT. Please use Appendix A. Any pictures or additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the tender.

The successful company will be required to enter a contract with Littlehampton Town Council. All relevant certifications including Risk Assessments and Public Liability Insurance will be required at this point for the Councils records.

Littlehampton Town Council Events

Invitation to Tender for Event Support

Invitation to Tender for Event Support Contract

Contents

Section		Page (s)
1.	Introduction and information	4
1.1.	Introduction	4
1.2.	Information for tenderers	4
1.3.	Evaluation criteria	6
1.4.	Timetable	7
2.	Event Support contract	8
2.1.	Context	8
2.2.	Service required	8
2.3.	Essential requirements	9
2.4.	Desirable requirements	9
2.5.	Additional information about the contract	9
3.	Documents to complete	10
3.1.	Instructions for completion and submission	10
3.2.	The contract requirements	10
3.3.	Company information	11
3.4.	Documentation confirmation and declaration	14
3.5.	Appendix A	16

Littlehampton Town Council Events

Invitation to Tender for Event Support

1. Introduction and Information

1.1. Introduction

1.1.1.

Littlehampton Town Council invites organisations to submit tenders for a three-year contract (April 2026 – March 2029) to deliver high-quality, professional event support services. The Council is recognised for hosting free, safe, and well-organised events that attract thousands of visitors annually

1.1.2. Service required

The Council requires an Event Support contractor to provide support for the Town Council's core event programme and additional ad hoc events. Details of our requirements are laid out in section 2.

1.1.3. Budget

The allocated budget for 3 years is between £23,500 – 28,500

1.2. Information for tenderers

1.2.1. Confidentiality

Our information

Bidders shall use the tender documentation and any other information furnished to them under the tender documentation for the purposes of responding to the tender exercise. All such documents and information bidders receive shall remain the property of Littlehampton Town Council, shall be kept confidential and shall be returned to Littlehampton Town Council on request.

Reproduction of any parts of the tender documentation is authorised only for the preparation of the response. Bidders shall ensure that all such copies are destroyed when no longer required in connection with tender documentation.

Bidders shall not issue any form of publicity or advertisement regarding this process without prior written consent of Littlehampton Town Council.

Bidders shall not transfer, assign, or distribute this tender documentation to any other company or person without written permission from Littlehampton Town Council's Town Clerk. A failure to gain the required authority will prevent consideration for tender.

Your information

Littlehampton Town Council Events

Invitation to Tender for Event Support

If your quotation is successful, some details will be available to the public via our financial declarations or by Freedom Of Information. Unsuccessful tenders will be kept for six years (Limitation Act 1980). By submitting your quotation, you accept these terms. If quoting for more than one service, please include relevant information for the full scope of provision.

Where a bidder identifies information as commercially sensitive, Littlehampton Town Council will endeavour to maintain confidentiality. Bidders should note, however, that even where information is identified as commercially sensitive, Littlehampton Town Council might be required to disclose such information in accordance with the information laws. Accordingly, Littlehampton Town Council cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.

- Clearly identify which information is considered commercially sensitive.
- Explain the potential implications of disclosure of such information.
- Provide an estimate of the period of time during which the bidder believes that such information will remain commercially sensitive.

1.2.2. Tender costs

Applicants are responsible for obtaining all information necessary for preparation of the tender and for all costs and expenses incurred in preparation of the tender. By participation in the tender process the applicants accept they will not be entitled to claim from Littlehampton Town Council any costs, expenses, or liabilities whatsoever that are incurred in this tender process, irrespective of whether their tender is successful.

1.2.3. Tender Compliance

Any additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the bid.

Persons or organisations submitting a tender are advised that the canvassing of Councillors, officers or members of a committee or sub-committee either directly or indirectly shall disqualify them from the process.

The successful company will be required to enter into a contract with Littlehampton Town Council and this will require the production of all relevant certification including risk assessments and method statements (RAMS) of the work to be carried out and copies of Public and Employer Liability Insurance. You may wish to submit these documents with your tender.

1.2.4. Third party verifications

Your tender is submitted on the basis that you consent to Littlehampton Town Council carrying out all necessary actions to verify the information that you have

Littlehampton Town Council Events

Invitation to Tender for Event Support

provided, and the analysis of your tender being undertaken by one or more third parties commissioned by Littlehampton Town Council for such purposes.

1.2.5. Disqualification

Littlehampton Town Council reserve the right to disqualify if:

- The terms and conditions are breached
- There are any errors, omissions or materially adverse changes relating to any information supplied by you at any stage in this tender process.
- Any other circumstances set out in this tender document, and/or in any supporting documents entitle Littlehampton Town Council to reject tender application.

1.2.6. Rights to cancel or vary this tender process

By issuing this tender, entering into clarification communications with potential bidders or by having any other form of communication with potential bidders, Littlehampton Town Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential bidder.

It is intended that the remainder of this tender process will take place in accordance with articles within this and associated documentation, but Littlehampton Town Council reserve the right to terminate, suspend, amend or vary this tender process by notice to all bidders in writing. Littlehampton Town Council will have no liability for any losses, costs, expenses or liabilities whatsoever that maybe incurred as a result of such termination, suspension, amendment or variation.

1.2.7. Anti-Bribery

Bidders must ensure during this tender process no breach to all articles outlined within the Bribery Act 2010.

1.2.8. Site visits

If you would like to meet with us or make a site visit, please call 01903 732063 and ask for Rachel or e-mail rmarshall@littlehampton-tc.gov.uk

1.3. Evaluation Criteria

1.3.1. Pass/Fail criteria

To be considered, all tenders must:

- Meet all the listed requirements in the invitation to tender
- Complete section 3 and Appendix A
- Complete all sections of the company questionnaire
- Provide an example of RAMS for the work to be carried out
- Provide a copy of Public Liability Insurance for £10m
- Provide a copy of Employers Liability Insurance for £10m

Littlehampton Town Council Events

Invitation to Tender for Event Support

- Provide evidence of any accreditations, licenses and qualifications, mentioned within the application, when requested

1.3.2. Added value and price

Scores will be given based on quality and the level of service offered within the quotation when compared with the pricing.

Meets all the criteria and gives exceptional added value 4

Meets all the criteria and gives substantial added value 3

Meets all the criteria and gives limited added value 2

Meets all the criteria 1

1.3.3. Weighting

To ensure best value, the weighting of each section is as follows:

- Price 80%
- Added Value 20%

Examples of Added Value would be areas such as:

Supplying radios for the Littlehampton Town Council staffing team (minimum of 6 units) to ensure clear communication during events.

Providing an independent power supply to reduce reliance on external sources and improve flexibility.

Offering other practical enhancements that contribute to the smooth delivery of high-quality, safe events or anything else you think would bring value to the Council.

1.4 Timetable

Day	Date	What
Wednesday	4 February 2026	Tender advertised on LTC website, Contracts Finder and other platforms
Tuesday	3 March 2026	Deadline for submission of completed tenders
Tuesday	10 March 2026	Tenders opened in the presence of at least two Councillors
Thursday	12 March 2026	Evaluation of all tenders
Friday	13 March 2026	Results notified to successful / unsuccessful tenderers
Friday	13 March 2026	Debriefs for unsuccessful tenderers (by telephone)

Littlehampton Town Council Events

Invitation to Tender for Event Support

Wednesday	18 March 2026	Inaugural contract meeting with successful contractor
Wednesday	1 April 2026	Contract commences
Friday	1 May 2026	First monthly contract review meeting

2. Event Support Contract

2.1. Context

This contract will cover eight core events in the annual calendar, as well as additional national celebrations, which may happen during the duration of the contract. Appendix A outlines the dates for 2026. Most events take place around the same date each year.

The successful contractor will be expected to provide a reliable, well-trained team to deliver effective event support across all events. This includes working within agreed budgets, responding promptly to operational or safety incidents, and collaborating with the Council to maintain the highest standards of safety, professionalism, and visitor experience.

The successful contractor's role will include crowd management, implementing road closures in line with approved traffic plans, and supporting the Littlehampton Town Council Events team throughout the event to ensure smooth delivery and public safety.

2.2. Service required

We are looking for professional companies who have demonstratable experience of event safety that can be shown through previous events and safety management.

Comply with event plans and risk assessment. to ensure all events are delivered safely, efficiently, and to the highest standard.

Working within the agreed budget for the contract period and highlighting any additional needs that cannot be met within the timeframe or budget.

Provide an event onsite emergency response for event-related incidents such as equipment failure or loss of staff.

Conducting regular reviews of event operations and producing an annual report summarising achievements and outlining plans for the year ahead.

Littlehampton Town Council Events

Invitation to Tender for Event Support

High Visibility uniform for whole team

Steward = General crowd monitoring, incident response and act as part of the LTC Events team in signposting and dealing with lost children incidents

Control Operator = Duties: Co-ordinate communications between teams, manage deployment of support personnel where needed.

Support Manager = Duties: Manage the support team from the ground, general crowd management, incident response, act as part of the LTC Events team and Medical Lead.

Car Park Stewards = Duties: Manage off site car park.

Road Closure Steward = Duties: Traffic Management, Road Closures, General crowd monitoring, incident response.

2.3. Essential requirements

Provide a designated control point for larger events, either in the form of a tent or a suitable vehicle, to serve as a central hub for coordination and communication.

At all times working within the relevant legislation and according to good practice, please explain how you would

Have appropriate qualifications, knowledge and experience for the work to be undertaken

Provide effective crowd control and stewarding support to ensure public safety at all events.

Supply road closure stewards with traffic management knowledge and experience in implementing approved traffic plans.

Coordinate seamlessly with emergency services before and during events to maintain compliance and rapid response capability.

Prepare and deliver risk assessments in line with current HSE regulations and the Purple Guide for event safety to ensure all events are delivered safely, efficiently, and to the highest standard.

Develop and implement contingency plans for adverse weather conditions and technical failures to minimise disruption and maintain safety.

Provide an annual report on the condition of the trees, to note and agree any subsequent changes to the programme for the year ahead.

2.4. Desirable requirements

Provision of independent power supply (generators or battery systems).

Supply and management of two-way radios for the Littlehampton Town Council staffing team (maximum of 6 units).

2.5. Additional information about the contract

The Council values proactive communication and flexibility to adapt to changing circumstances during event delivery.

Any added value or innovative solutions that enhance safety, sustainability, or audience experience are strongly encouraged.

Littlehampton Town Council Events

Invitation to Tender for Event Support

The contractor will be required to attend planning meetings and site visits as requested by the Council.

Annual reviews will be conducted to assess performance and identify improvements for future events.

Please note that medical support, and security services will be procured through separate tenders. This means that, if successful, you may be required to work alongside other contracted companies during the event. The appointed contractor must demonstrate flexibility and a collaborative approach, ensuring seamless integration with these providers to deliver a safe, efficient, and high-quality event experience for all stakeholders

3. Documents to complete

3.1. Instructions for completion and submission

3.1.1. To ensure a fair process please provide the tender on the forms included in this section.

3.1.2. Tender submissions by email

Tender submissions should be sent to tenders@littlehampton-tc.gov.uk or posted to Event Support Tender, Littlehampton Town Council, Manor House, Church Street, Littlehampton, West Sussex BN17 5EW by the closing date of **3 March 2026**.

Additional pictures or information that might help the Council to reach a decision are welcomed as part of the tender.

Any queries are welcome and should be sent to rmarshall@littlehampton-tc.gov.uk

3.2. The contract requirements

Please explain how you meet all the requirements. 2,000 words maximum as outlined in section 2.3 and 2.4 essential and desirable criteria.

Littlehampton Town Council Events

Invitation to Tender for Event Support

3.3. Company Information	
3.3.1. Contact details	
Name of organisation	
Name of person completing the questionnaire	
Position in organisation	
Direct telephone number	
E-mail address	
Company registration number	
Registered company address	
VAT Registration Number	
Are any other departments within your company, or other companies within your parent company quoting for this or any other LTC contract? Details:	
3.3.2. Contracts withdrawn, outstanding claims and criminal convictions	
Has your organisation had a contract prematurely withdrawn or terminated by the client organisation within the last 3 years?	YES / NO

Littlehampton Town Council Events

Invitation to Tender for Event Support

Has your organisation prematurely withdrawn from or terminated a contract within the last 3 years?	YES / NO
Has your organisation not had a contract renewed for failure to perform?	YES / NO
Is your organisation likely to be undertaking work which could give rise to a conflict of interest with this contract?	YES / NO
Have any of the directors/partners/sole trader or senior managers or administrators of the organisation been convicted in any court in the UK or elsewhere (other than a motoring offence not resulting in disqualification)? Spent convictions need not be disclosed.	YES / NO
If you have answered yes to any of the above, please give details:	
3.4. Insurance Details and Documentation	
Public Liability Insurance £10 million minimum	
Insurance company	
Policy number	
Expiry date	
Value of cover	
Employers Liability Insurance £10 million minimum	
Insurance company	
Policy number	
Expiry date	
Value of cover	
3.4.1. Associations, accreditations and / or relevant qualifications.	
Do you or your organisation hold membership of a professional trade organisation or accreditation scheme?	Yes / No
If yes, please provide details here:	

Littlehampton Town Council Events

Invitation to Tender for Event Support

3.4.2. References (Please supply 2 professional referees, ideally where you have provided a similar service, we will only contact them if you reach the final stages of the process).

Reference 1

Client name

Address

Postcode

Tel

Email

Nature of
contract

Reference 2

Client name

Address

Postcode

Tel

Email

Nature of
contract

3.4.3. Health and Safety and Personnel

Health and Safety Policy

Do you have a written health and safety policy?

Yes / No

Who in your organisation is ultimately responsible for health and safety?

Littlehampton Town Council Events

Invitation to Tender for Event Support

Name:

Position:

Risk assessments

We require all contractors, no matter the size of the company, to provide written risk assessments and where applicable method statements, proof of licences and qualifications. See section 3.5. below.

Please supply an example risk assessment and method statement with this form, this should ideally be for a similar service.

Sub-contractors

Please confirm that you will be carrying out the work and not sub-contracting another company.

Yes / No

3.5. Documentation and Declaration

I confirm that I have enclosed:

- Example risk assessment
- Example method statement

I confirm that I understand that documentary evidence of the following (where applicable) will be required at a later stage*:

- Public Liability Insurance
- Employers Liability Insurance
- Any other relevant insurance
- Membership of professional bodies
- Accreditations / scheme membership
- Relevant qualifications

*You do not need to enclose copies of this documentation at this stage. If you are selected as the preferred bidder, we will require copies before the contract is confirmed.

I confirm that all the information given is true and no relevant details have been withheld.

Name

Position



Littlehampton Town Council Events

Invitation to Tender for Event Support

Signature (electronic is fine)	
Date	

Appendix A: Key Events

Please fill in the cost column by completing each row with a total for that specific requirement. Costs must be excluding VAT.

Please provide indicative costs for the below events on the table below.

If there is no extra cost for the item please state £0

Where you are unable to supply please state N/A

Please note: During events, the successful contractor may be required to work alongside separately appointed security and medical providers. A collaborative approach is essential to ensure seamless integration and the safe, efficient delivery of the event.

Section 1: Key Events		Cost
Easter High Street – 2 Wednesdays in Easter school holidays Location: Littlehampton High Street		
Attendance	500	
Event Open Period	11:00 – 15:00	
Event Description		
The focus is family-friendly entertainment, with each week having a theme. Each event will consist of a variety of activities, workshops, performances, and stalls.		
Cover	Time	
Wednesday event 1		
1 Steward	11:00 – 15:00	
Wednesday event 2		
1 Steward	11:00 – 15:00	
Subtotal		
Armed Forces Day – Saturday 26 June 2026 (Usually third Saturday in June) Location: East Green, Littlehampton		
Attendance	5,000 – 6,000	

Littlehampton Town Council Events

Invitation to Tender for Event Support

Event Open Period	10:30 – 17:00	
Event Description		
The event starts with a formal parade and service and is followed by a relaxed family funday with a military theme. It attracts dozens of enthusiasts with their fascinating military vehicles and displays. A charity fair takes place within the event where uniformed groups raise awareness of their services and fundraise. Activities range from interactive experiences with military items and vehicles to assault courses. Entertainment takes the form of spectacular arena displays such as motorbike stunts and military re-enactments, as well as military bands		
*Security will be on site overnight on Friday 25 June, so equipment can be set up on this day if necessary.		
Cover	Time	
1 Operations Manager	07:30 – 18:00	
1 Control Operator	07:30 – 18:00	
5 Stewards	07:00 – 18:00	
6 Stewards	08:00 – 18:00	
6 Road Closure Stewards	08:00 – 12:00	
Control Tent*	07:30 – 18:00	
(Total 19 personnel)		
		Subtotal
Screen on the Green – Saturday 15 August 2026		
Location: East Green, Littlehampton BN17 5LL		
Attendance	3,000 – 7,000	
Event Open Period	18:00 – 23:00	
Event Description		
A 40ft inflatable screen with a powerful sound system is set up on East Green with film goers bringing their own chairs, bean bags and even sleeping bags to enjoy the evening under the stars.		

Littlehampton Town Council Events

Invitation to Tender for Event Support

The public is given the opportunity to suggest films early in the year before the top three suggestions are put out to public vote for the final movie to be chosen.		
Cover	Time	
1 Support Manager	18:00 – 23:30	
4 Stewards	18:00 – 23:30	
Control Tent	18:00 – 23:30	
(Total: 5 personnel)		
		Subtotal
Summer High Street events – 4 Wednesdays during school summer holidays		
Location: Littlehampton High Street		
Attendance	500	
Event Open Period	11:00 – 15:00	
Event Description		
The focus is family-friendly entertainment, with each week having a theme. The event programme consists of 4 events during the summer holidays that provide local families with a free day out. Each event will consist of a variety of activities, workshops, performances, and stalls.		
Cover	Time	
Wednesday event 1		
2 Stewards	11:00 – 15:00	
Wednesday event 2		
2 Stewards	11:00 – 15:00	
Wednesday event 3		
2 Stewards	11:00 – 15:00	
Wednesday event 4		

Littlehampton Town Council Events

Invitation to Tender for Event Support

2 Stewards		11:00 – 15:00	
Subtotal			
Town Show and Family Fun Day –Saturday 12 September 2026 (Usually second Saturday in September)			
Location: Rosemead Park, BN17 6UH			
Attendance	5,000 – 7,000		
Event Open Period	12:00 – 17:00		
Event Description			
The event sees large marquees erected on site to accommodate the horticultural and craft show which attracts approximately 700 entries each year and the community marquee with over 50 stands representing local voluntary groups.			
High-quality acts perform on a stage, local groups perform in the arena which also hosts a dog show, and the remaining of the green is packed with children's activities including inflatables, a beer tent and catering as well as sponsor pitches.			
Cover	Time		
1 Support Manager	08:00 – 18:00		
3 Stewards – duties will include directing event traffic	07:00 – 18:00		
5 Stewards	08:00 – 18:00		
2 Car Park Stewards	09:00 – 17:00		
Control Tent			
(Total: 11 personnel)			
Subtotal			
Remembrance Sunday Parade in line with national date			
Location: Littlehampton High Street			

Littlehampton Town Council Events

Invitation to Tender for Event Support

Attendance	500	
Event Open Period	10:45 – 11:30	
Event Description		
A parade starts adjacent to the Town Clock in the High Street and marches to the War Memorial where a short service including the laying of the wreaths and two minutes silence takes place.		
Cover	Time	
1 Control Operator	10:00 – 13:00	
1 Support Manager	10:00 – 13:00	
12 Road Closure Stewards	10:00 – 13:00	
Control Tent		
(Total: 14 personnel)		
Subtotal		
Christmas Light Switch On – Saturday 21 November 2026 (Usually third Saturday in November)		
Location: Littlehampton High Street		
Attendance	2,000	
Event Open Period	15:00 – 20:00	
Event Description		
The event kicks off the festive season in Littlehampton when the Christmas illuminations, funded by the Town Council, are switched on. It creates a wonderful festive atmosphere for families to enjoy themed entertainment. Many traders stay open late giving visitors an opportunity to buy Christmas gifts with some putting on special offers on the day. The event sees a wide range of themed entertainment take over the High Street, from live performers and children's shows on stage to walkabout acts. Children's rides and festive food stalls add to occasion as well as artisan sellers.		
Cover	Time	
1 Support Manager	13:00 -21:00	
1 Steward	13:00 – 21:00	
2 Road Closure Stewards	12:00 – 21:00	



Littlehampton Town Council Events

Invitation to Tender for Event Support

2 Road Closure Stewards	13:00 – 21:00	
2 Stewards	15:00 – 21:00	
Control area (either tent or car)		
(Total: 6 personnel)		
		Subtotal
		Overall Total for all events

Contact Details

Rachel Marshall
Events Manager
rmarshall@littlehampton-tc.gov.uk
01903 732063
Littlehampton Town Council
The Manor House
Church Street
BN17 5EW