



# Wokingham Town Council

13/09/2018

## Wokingham International Street Concert 2019

Wokingham International Street Concert began in 2014 with a vision to expand on local provision for the arts and entertainment. With the successful growth of the event the Council is considering outsourcing the organisation of the event in full and is seeking a suitably experienced partner to deliver this for the community.

### **Event overview**

**Location:** Broad Street, Wokingham (map attached)

**Date:** Saturday 1<sup>st</sup> June 2019

**Timings:** Public hours of 6pm to 11pm. Advised road closure of 6am 1<sup>st</sup> to 6am 2<sup>nd</sup> June 2019

**Expected attendance at one time:** 5000

**Demographic:** The audience is expected to be primarily of Wokingham residents, of which the largest demographic is 34 – 55 year olds with dependent children (data as of 2014). However it has been proved that the event draws on a wide range of people of all ages. Alcohol is present at this event with a number of pubs, shops and a supermarket selling alcohol in easy distance. Most notably Broad Street Tavern is on the event site.

**Contract Period:** One year initially but with the option to extend to a total three years.

**Budget:** Between 25K and 35K

### **The Event Organiser**

Will be able to demonstrate experience in putting on events of this scale and type, and be able to organise in full all aspects of an event like this including, where needed, to engage and manage subcontractors and suppliers.

Will be responsible for the entire event including:

### **Communications:**

- Identifying and communicating as required by Wokingham Town Council (and by Wokingham Borough Council as the Licensing and Highways Authority) with residents and businesses who will be directly impacted by the event.
- Effective working with partners, suppliers and contractors

## **Health and Safety:**

- To complete and supply in good time an acceptable event plan that, as a minimum, clearly demonstrates management/command and staffing structure and how Health and Safety will be managed on site for Wokingham Town Council and for Wokingham Borough Council's Safety Advisory group and attend any meeting required for this process.
- Sourcing and providing suitable marshals and SIA trained personnel for this event both during the day to manage the road closures and to ensure the safety of all in attendance in the evening. This may include: audience (members of the public), your own staff, all other sub-contracted staff, volunteers, performers and workers from adjoining businesses entering the event area.
- Providing evidence of due diligence and of checking relevant qualifications, insurances and understanding when sub-contracting aspects of the event to others.

## **Insurances and licences:**

- To ensure a reasonable level of cover of the event. In particular at least cover of 10 million of Public Liability Insurance and Employers Liability Insurance. Insurance for equipment is heavily recommended as Wokingham Town Council will take no responsibility for the organiser's or any sub-contractors/suppliers equipment.
- Ensure all equipment brought onto site by staff, suppliers and any sub-contractor are appropriately safety tested.
- To ensure any and all PRS, PPL and similar licences are in place for this event
- To note: Wokingham Town Council maintains an Entertainment Licence for the area.

## **Road Closure**

- Submitting a TTRO to Wokingham Borough Council for the closure of Broad Street for this event.
- Providing a Road Closure plan for the event, for Wokingham Town and Wokingham Borough Council's approval, to all applicable legislation and safety standards and to implement it and maintain it. This may require engagement with and sub-contracting of a suitably qualified organisation.
- Maintaining reasonable access for businesses delivery vehicles during the day including but not limited to the pharmacies and Royal Mail Post Office and manning the road closure barriers and site to ensure a controlled area. You will be required to submit a traffic management plan.

## **Infrastructure:**

- Provision of a suitable stage and the erection and dismantlement of it.  
(Please include approximate timings that you would require to ensure the stage is safely erected before sound checks and approximate dismantle time.)
- Provision of appropriate lights and sound equipment.
- Sound and light management on the day. Including set up, sound checks and sound/light desk during both concerts as appropriate.

Please note the audience area is approx. 900m2 down a 15m wide street. There are also residential streets nearby so consideration should be made to ensure excellent sound in the audience area but minimal outside it.

- Sourcing and provision of a suitable generator and cabling to power the event.

- A space or spaces to ensure suitable welfare for staff, contracted external staff and artists. (including power, lights, heat, toileting facilities and food & drink as needed)
- To source and provide adequate welfare facilities for the public. Including toilets, a food court (see below) and adequate first aid cover.
- Inviting good quality local street food traders to attend the event and ensuring a reasonable selection of food choices. We would encourage working with local and in particular town based restaurants who may be interested in providing street food.
- To ensure adequate refuse facilities: including bins, rubbish clearance and street cleansing during at the end of the event.

#### **Performers:**

- To source and present a number of international standard acts. The performers in the past have been of a mix of styles including light rock/pop, reggae, jazz, rockabilly and folk. Some have come from overseas, others have been based in the UK.

Other local events present tribute bands and local emerging talent and it is important that Wokingham International Street Concert stands out as presenting something different and finding a balance between previously unknown original acts and music that everyone can sing along to from performers that do excellent covers.

The performances must be suitable for a family audience.

- A Master of Ceremonies
- Any additional musicians required: such as a local set of session musicians to augment any overseas based performers.
- Arranging any travel and overnight accommodation for acts as needed.
- Ensuring a smooth transition between acts and that acts are well supported professionally on the day of the concert.

#### **Publicity:**

- To create and distribute publicity materials in both printed and digital formats. Specific opportunities exist for copy and advertising in Wokingham Town Council publications (free) and a cross-street banner (external costs apply).
- To engage and manage any social media campaigns (which can be then promoted further by Wokingham Town Council's usual channels)
- To create a record of the event and if desired use existing footage to assist with any publicity campaigns.

#### **Sponsorship:**

- If so desired, identifying and exploring options for sponsorship. The Scope of which to be discussed with the Town Council.

Please ensure to supply alongside your tender:

- A method statement on how to ensure safety across the site.
- A preliminary risk assessment
- Evidence of previous experience
- Copies of relevant insurances, licences and qualifications

- Links to the kind of acts you may wish to bring to the event
- Referees (x2)

Site visits are encouraged.

For an informal discussion please contact the Arts and Culture Officer, Gemma Cumming on 0118 974 0889 or [artsandculture@wokingham-tc.gov.uk](mailto:artsandculture@wokingham-tc.gov.uk) before 29<sup>th</sup> September.

The tender process will start on 13<sup>th</sup> September and **close at 12noon on 4<sup>th</sup> October 2018.**

Interested parties are invited to attend an open meeting with Council on the evening of 20<sup>th</sup> September. Please contact the Arts and Culture Officer by email to register your interest.

Tenders will be considered by the Arts & Culture Committee on Thursday 18<sup>th</sup> October 2018 and the successful applicant notified on or before 22<sup>nd</sup> October.

## Conditions of Tendering

- a) The Tender and details of prices must be upon the form below provided by the Council, and must be signed by the Tenderer and the whole of the requirements set forth in the forms must be complied with or the Tender cannot be considered.
- b) Tenderers are particularly requested to peruse carefully the above specification and the Supplier's Contract which includes the General Conditions of Contract, and to make sure that they thoroughly understand them. All necessary explanations may be obtained at the Town Hall but, when a Tender has once been accepted, the Council will not entertain any requests for a variation of its items on the grounds of any alleged mistake, oversight or misunderstanding.
- c) The tender must be submitted by post in a sealed plain envelope that bears no distinguishing marks on the envelope as to the identity of the sender. Please mark envelope "Tender for International Street Concert" and address FAO Town Clerk. Postal Address is Wokingham Town Council, Town Hall, Market Place Wokingham, RG40 1AS
- d) The Tender will not be considered if any variation or alteration is made by the Tenderer in the Supplier's Contract and Specification, as issued by the Council.
- e) Tenderers are prohibited from directly or indirectly canvassing members or officials of the Council in reference to any Tender. The Tender of any person who does so canvass will be rejected.
- f) The Council will reject any late Tender.
- g) The Council does not bind itself to accept the lowest of any Tenders and will evaluate and consider which Tender is the most economically advantageous. The Council also reserves to itself the right at its absolute discretion to accept a Tender wholly or in part at the price or prices set out in the documents accompanying the Tender. When a Tender is accepted either wholly or in part the Council will enforce all the terms of the Contract.
- h) Each Tenderer (whether their tender is accepted or not) shall treat the details of the Tender and Specification or other documents attached here as private and confidential.
- i) The Council will not be responsible for, or pay any expenses or reimburse any losses, which may be incurred by any person in the preparation of his Tender.