

DELIVERY OF EQUINE EVENTS - LATE MEDIEVAL JOUST & MÊLÉE

1. Introduction and Background

Introduction

The Royal Armouries Museum has a requirement to procure the provision of all appropriate components to host a late medieval (c. 1480s) joust and mêlée at their premises in Leeds over the Easter Bank Holiday weekend in 2017, 2018, and 2019.

In addition to the joust and mêlée, an event demonstrating the skills and training riders undertake before jousting is required. This would be a chance for accomplished but less experienced riders to practice and train, and enhance the engagement our audiences have with the event. This would take place the weekend before the Easter Bank Holiday. Please see the Jousting Code of Practice (**RA-0131_APPENDIX 1**), section 'TRAINING PROGRAMME FOR PARTICIPANTS' for more information on this.

All jousters would be expected to attend a reception in their honour and to celebrate the start of the Tournament on the Thursday evening before Good Friday.

Royal Armouries has garnered worldwide attention for its jousting and equine events in the centre of Leeds. The individual champion receives the honour of having his crest engraved on one of the shields suspended above the horn of the Queen's Jubilee Trophy. This trophy was presented to The Royal Armouries by Her Majesty the Queen in 2002. In addition, the name of the winning team is engraved on the Sword of Honour to commemorate their victory. Both the Queen's Jubilee Trophy and the Sword of Honour are highly prestigious awards in the world of jousting: they are displayed in the museum's Tournament gallery.

The Easter Joust offers a unique combination for the visitor; a competitive tournament combined with an entertaining spectacle which takes place at a museum displaying original tournament arms and armour. The structure of previous jousts is described in **RA-0131_APPENDIX 2**.

Background

The Royal Armouries is Britain's national museum of arms and armour, and one of the most important museums of its type in the world. Its origins lie in the Middle Ages and at its core is the celebrated collection originating in the nation's working arsenal, assembled over many centuries at the Tower of London. The Royal Armouries was established in its present form by the National Heritage Act (1983) and is a Non-Departmental Public Body (NDPB) sponsored by the Department of Culture, Media and Sport.

The Royal Armouries Museum opened in Leeds in 1996 and as part of the original building design includes a purpose built stable yard and arena.

2. Requirements

Objectives

- To provide all essential components to create a world class jousting and equine event at Royal Armouries Museum, Leeds for a paying public.
- To collaborate with Royal Armouries events team in the delivery of a world class event that will enhance the museum's reputation and maximise sales and attendance.

Location

The event will take place at Royal Armouries Museum, Leeds. The horses and staff would be required on site between 9:00am and 17:00pm on the show days. Times for promotional activity may vary.

Timescales

The joust and mêlée will take place over the Easter Bank Holiday on the following dates:

2017 - 14th to 17th April
2018 - 30th March to 2nd April
2019 - 19th to 22nd April

The training weekend would take place on the following dates:

2017 - 8th and 9th April
2018 - 24th and 25th March
2019 - 13th and 14th April

This contract also includes an option for the contract to be extended for the provision of this service to Easter 2021.

The event is governed by the Royal Armouries Jousting Code of Practice which the successful contractor and all sub-contractors will be required to sign. The Code of Practice is attached at APPENDIX 1.

3. Detailed Requirements

- i. Provide an experienced Horse Master who will take responsibility for the contractor's obligations, the arena and stables for the duration of the events. The Horse Master will act as the main contact for Royal Armouries staff for the duration of the events.

- ii. Provide an adequate number of trained, fit and healthy horses for a minimum of a six man joust over the Easter Bank Holiday weekend, for a mêlée on Easter Monday, and a rehearsal/press event on the Thursday before Good Friday. Evidence must be provided of the suitability and capability of the selected horses for both the joust and mêlée components of the event. Please see the Jousting Code of Practice (**APPENDIX 1**) 'Guidelines for Jousting' section 4 for further information.
- iii. Provide an adequate number of trained, fit and healthy horses for the training weekend.
- iv. Provide a minimum of five jousters with suitable armour for a joust of peace over the Easter Bank Holiday weekend, for a mêlée on Easter Monday, and a rehearsal/press event on Thursday before Good Friday. The jousters must be experienced in competitive jousting and club mêlées. Royal Armouries will provide a competitor for the joust and mêlée. Please see the Jousting Code of Practice 'Guidelines for Jousting' section 5.1 to 5.5 for further information.
- v. Provide a minimum of two riders for the training weekend. These riders must be accomplished and in training for armoured jousting.
- vi. Provide a minimum of one extra rider capable of participating in the joust in the event of a rider being unable to compete. This rider could be one of the mounted marshals as described in viii.
- vii. Ensure all jousters' armour, caparisons, standards and other accoutrements meet the required H&S standards as described in the 'PROCEDURE FOR WEARING PPE FOR JOUSTING' in the Jousting Code of Practice. Equipment should also suitably reflect the late medieval period and be as historically accurate as possible. Jousters should be equipped with armour, caparisons, colours, saddle and a squire as a minimum. Equipment used by the jousters to be checked by the contractor with assurances provided in writing to Royal Armouries of this check having taken place and the suitability of the equipment for the event.
- viii. Provide an adequate number of stable staff for the smooth running of the event over the Easter Bank Holiday weekend, for a mêlée on Easter Monday, and a rehearsal/press event on the Thursday before Good Friday.
- ix. Provide an adequate number of ground crew and mounted marshals for the smooth running of the event over the Easter Bank Holiday weekend, for a mêlée on Easter Monday, and a rehearsal/press event on the Thursday before Good Friday. The optimum number of ground crew would be 8, with 2 of these mounted (one to be the marshal in

- chief). Please see the Jousting Code of Practice 'Guidelines for Jousting' section 1.1 for further information.
- x. Provide a dynamic and experienced commentator/Master of Ceremonies over the Easter Bank Holiday weekend, for a mêlée on Easter Monday, and a rehearsal/press event on the Thursday before Good Friday.
 - xi. Provide a commentator for the training weekend.
 - xii. Provide a mounted marshal in chief experienced in both jousts and mêlées to oversee the tournament, with particular focus on scoring and chivalry. An additional mounted marshal is also required.
 - xiii. The successful contractor must format and script a show that will appeal to a wide audience whilst being historically accurate. The script must include sound and technical cues. The first draft of the script must be written and supplied by no later than Friday 27th January for review and sign-off by RA Programme Board, with the final sign-off completed on Friday 24th February.
 - xiv. The successful contractor must make provision for all equipment associated with the tournament, including tack, lances, safety equipment, coronel heads and breaking ends (of balsa wood) as described in the Jousting Code of Practice.
 - xv. To provide, prepare, and remove bedding and feed for horses for the duration of the tournament, leaving the stable yard in condition as found.
 - xvi. To provide additional stabling for horses where necessary. Royal Armouries can provide stabling for eight horses.
 - xvii. Application must include costings for travel and subsistence for all participants. A full breakdown of this will be required.
 - xviii. All competitors must be willing to take part in any publicity and marketing prior to and during the event, providing their biographies, portraits and interviews as required etc.
 - xix. To provide details of confirmed jousters no later than Friday 27th January to allow for promotional activity to begin.
 - xx. The successful contractor must provide suitable costuming for ground crew and mounted squires. This must be in keeping with the theme of the event and be as historically accurate as possible. Images can be provided of suitable costume styles of the period if required.
 - xxi. To provide an adequate number of qualified first aiders who are trained to administer emergency first aid appropriate to the potential injuries caused by working with horses. Royal Armouries will provide external emergency first aiders for the tournament activity in the arena between the hours of 11:00 and 16:00.

- xxii. The successful contractor must ensure the competition has the spectators at its heart. There must be high levels of engagement with our visitors and opportunities for interaction. Consideration for the audience must be maintained throughout the event.

4. Roles and Responsibilities

In advance of the Tournament and training weekend shows, planning meetings will be held between Royal Armouries and the contractor to develop an effective event management plan. Responsibility for the arena and stables will be handed to the contractor on arrival and for the duration of each weekend. This will include all decision-making in the arena and stables. After each weekend, Royal Armouries will resume responsibility, inspecting the areas to ensure they are returned in the same condition that they were in before the event.

- **Royal Armouries Responsibilities**
 - Royal Armouries are responsible for the safety and supervision of their staff and the public throughout the event. This includes:
 - Visitors in the public areas and Arena seating
 - Visitors in the Tournament gallery ring for any associated tournament activity
 - Visitors in the Square during the Parade
 - Crowd control during the meet and greet in the Arena
 - Media, VIPs, guests, etc.
 - Management of all emergency evacuation procedures
 - Maintenance of the arena and stables infrastructure including fencing, seating and the score box
 - Provision of first aid for the public
 - Royal Armouries will provide stabling for 8 horses in their on-site stable facility adjacent to the Arena. This area has 24 hour CCTV surveillance. The contractor will keep these areas in good condition. Any issues to be reported to the Royal Armouries' Event Manager as soon as possible.
 - Royal Armouries will provide the contractor with facilities for refreshments, hygiene and breaks. The contractor will keep these areas in good condition and maintain good housekeeping. Any issues to be reported to the Royal Armouries' Event Manager as soon as possible.

- Royal Armouries will provide adequate facilities for the removal of manure. A skip will be provided for the duration of the event in the sterile area adjacent to the stables.
 - Existing parking facilities should be used at the contractor's own expense (multi-storey Clarence Docks Parking). Royal Armouries will provide parking for the horse box(es), and any other large vans or vehicles that do not fit in the multi-story car park.
 - Royal Armouries will maintain, clean and carry out repairs as necessary to the arena, seating, fencing, etc to ensure its suitability for the duration of the event.
 - Royal Armouries will contract an Armourer to be on site during the event to undertake repairs to equipment and other tasks as required.
 - Royal Armouries are responsible for the marketing and promotion of the event and for ticketing and admissions.
 - A designated Royal Armouries' Director will be on call each show day in the event of an emergency, and their contact details will be made available as part of the event management plan.
 - Expertise and advice on relevant objects in our collection and the history of jousting.
 - Royal Armouries will retain editorial control in respect of the authenticity and accuracy of the event and its presentation.
- **Contractor Responsibilities**
 - The contractor is responsible for the provision of, safety, control and monitoring of the event display programme in its entirety. This includes:
 - The quality, content and substance of the event as agreed with Royal Armouries in advance
 - The care and use of any infrastructure including stables, welfare facilities, show equipment (such as the items used for the skill-at-arms) and tilt rail
 - Welfare of their staff, contractors and any horses associated with the event
 - All activity in the Arena during the show

- Emergency responses to incidents within the arena and stables whilst under their control
 - Decision making relating to the horses, jousters, ground crew and equipment used in the tournament
 - Condition checking of the surface of the arena and requests for grading
 - Suitability and condition of costumes for all ground crew present in the arena
 - Suitability, condition and checking of the armour, clothing and equipment used by the jousters to ensure compliance with both the late medieval period and the Jousting Code of Practice
 - Preparation and cleaning of all stables used.
- Provision of first aid for contracted riders, ground crew and stable staff.
- Provision of basic horse first aid. The contractor is responsible for sourcing emergency veterinary care if required.

5. Key Deliverables

Potential suppliers are requested to provide the following documents:

i. Previous Experience

The application must clearly provide evidence that the potential contractor has been able to produce successful events of this scale on previous occasions.

ii. Event Proposal and Method Statement

An example of how previous jousts and their formats have been provided in **APPENDIX 2**.

The application must:

- State how they propose to structure the joust, mêlée, and training weekend shows
- Include a method statement explaining how they would run all aspects of the event

iii. Participants

Biographies and experience of the potential jousters must be provided for consideration. Jousters must have competed in at least 3 major international tournaments and 3 club mêlées to be considered for participation.

Experience of the riders for the training weekend must be provided, including details of their training, accreditations, and any other events they have participated in.

Information and experience of the commentator must also be provided.

iv. Contingency/Emergency planning

An example of emergency planning must be provided, detailing possible contingencies in the event of major incidents such as extreme weather.

v. Health and Safety Compliance

The application must demonstrate how the potential contractor complies with current Health and Safety practice.

Potential suppliers must provide:

- Examples of risk assessments for similar or previous events of this nature.
- Performing Animals Licence
- Any other documents the contractor deems relevant to their appointment

vi. Costs

A breakdown of all costs must be included, per each year of contract.

6. Contract Period

The contract will commence on 1st January 2017 and will automatically renew for the next Easter events for the maximum duration of 3 years, i.e. until Easter 2019 (included), with the option of a further two years subject to satisfactory performance over the past contract period.

As the feasibility of the joust event at our premises is assessed year by year, Royal Armouries retains the right to early termination of this contract but with the assurance that that right will not be unreasonably used.

7. Sub-contracting

The successful contractor may choose to sub-contract elements of this contract to other suppliers. Tenderers should include details of any such situations.

The Royal Armouries requires advance notice of any intention to sub-contract and reserves the right to approve all sub-contractors in advance. No sub-contractor may attend site without the prior approval of the Royal Armouries.

8. Tender Period Timetable

The dates below are only for guidance purposes. Royal Armouries reserves the right to change these accordingly.

Tender invitation	18 October 2016
Expressions of interest	By 01 November 2016
Site visit	w/c 07 November 2016, day/time TBA
Last date for tender queries	14 November 2016
Responses to queries raised	18 November 2016
Tender return date	no later than 13:00Hrs. on 28 November 2016
Tender assessment	w/c 28 November 2016
Tender award	w/c 12 December 2016

9. Evaluation Weighting

Each of the requirements below will be considered fundamental in the selection of a supplier. In scoring your response The Museum will use the following weightings:

- Costs 40%
- Quality of responses to the key deliverables 30%
- Experience of similar projects 25%
- Project management/time plan 5%