



Brixham Town Council

Invitation to tender

Christmas event

2024 – 2026

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1. Introduction

Brixham Town Council ("The Council") is inviting tenders for a three-year contract for the management of Brixham's Christmas event commencing in 2024. The council are inviting tenders from suitably experienced, creative and dynamic event management companies who have the ability to create an inclusive community Christmas event.

The event attracts visitors from across the country and provides a boost to the winter economy in Brixham.

2. Background

Brixham Town Council is a local authority operating at a grass roots governance level of local government. The Council has established a successful Christmas lights switch on event, 'Lanterns, Lights & 'luminations', held on the last weekend of November. The event was first launched in 2007 and has grown in popularity.

The Council is looking to develop a partnership with an event management company who can bring creativity, inspiration and sustainability.

The contractor will be required to demonstrate that all insurances, health and safety procedures and risk assessments, necessary for the smooth and safe fulfilment of the contract, are in place.

In 2023 the event followed the format listed below, however the council would expect the successful contractor to introduce new ideas and build on its success.

Event	Time	Location
Lantern making workshop held one week before the event: <ul style="list-style-type: none">• A free lantern making workshop run by a professional and experienced instructors.• All the materials are provided.• The theme is sustainability, with lanterns being made from recycled or environmentally friendly products.	12:00-16:00	Scala (Town Hall)
Friday: <ul style="list-style-type: none">• Market stalls on The Quay, The Stand and Middle Street – a variety of traders including hot and cold food, Christmas gifts and local traders• Stage area on The Quay and Middle Street. Entertainment throughout the day with live music• PA system• Christmas light switch-on featuring Father Christmas• Road closure from 11:00am till 10:00pm.	15:00-19:00	
Saturday: <ul style="list-style-type: none">• Market stalls on The Quay, The Stand and Middle Street – a variety of traders including hot and cold food, Christmas gifts and local traders	10:00-19:00	

<ul style="list-style-type: none"> • Stage area on The Quay and Middle Street. Entertainment throughout the day with live music • PA system • Stilt walkers • Lantern parade – the route has varied and will need to be reviewed for 2024. The parade would be improved by incorporating live music • Lanterns must be battery operated lights; naked flames are not permitted. • Firework display lasting approximately 5 to 10 minutes. Fireworks are launched from the breakwater. • Road closure from 07:00am till 10:00pm. 		
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The event has traditionally been held over one day but it was expanded to two days for 2023. The council would like to hear from event management companies with ideas that incorporate other local organisations i.e. Brixham Theatre, Brixham Museum.

3. Provisional Timetable

This timescale is indicative and may be subject to change by the council.

The successful contractor will meet with a representative of the council to discuss requirements before submitting an event management plan for consideration. It is expected that the successful contractor will bring innovative new ideas to the event.

Target Date	Task
09 th February 2024	Issue Tender Pack
15 th March 2024	Deadline for return of Tender
25 th March 2024	Shortlisted tenderers will be invited to give a presentation to the Community & Environment Committee on 25 th March 2024.
26 th March 2024	Final selection of successful contractor and notify unsuccessful tenderers
Date to be agreed	First planning and site meeting
July 2024	To attend the Community & Environment Committee to present and discuss outline event plan
September 2024	To attend the Community & Environment Committee and present finalised event plan
23 rd /24 th November 2024	Lanterns, Lights and 'Luminations' event
Date to be agreed	'Wash up' meeting within three weeks of the event

As part of your submission please provide a comprehensive events programme. The council reserves the right to request additional information from a tenderer to clarify their proposal, which is to be supplied at the expense of the tenderer.

4. Budget

In the first year the council have set a budget for the event of £15,000 inclusive of items listed in the specification. As part of your submission, costs must be broken down showing the associated costs for each element of the event and income generated from the event. We are looking for innovative design, delivery and service. The budget is set for a two day event, however the council will consider alternative suggestions.

Annually, 50% of the contract fee will be made available before the event with the other 50% made available after. As part of your submission, a breakdown must also be provided of the intended annual invoice values.

5. Health, Safety & Insurance

All health and safety is the responsibility of the contractor. Any contract resulting from this tender will be with the successful contractor as an independent contractor, and as such will be required to arrange and evidence appropriate insurance cover. An event management plan and risk assessment will be required prior to the event. It will be the responsibility of the contractor to provide and maintain adequate PPE for the duration of the contract.

6. Reporting Procedure

A preliminary meeting will be held between the council and the selected contractor to finalise the event and ensure that both parties are fully aware and in agreement with what needs to be done to fulfil the terms of the contract. Day to day contact between the council and the contractor will be with the Deputy Town Clerk or Town Clerk in their absence. The contractor will be required to provide regular progress updates and reports direct to the Community and Environment Committee.

The council may examine the outputs of the contract and the contractor may be called upon to correct any errors, provide missing information, or answer queries regarding any of the outputs at their own cost.

7. Tender Requirements & Award Criteria

The Council is inviting tender submissions which include the following information:

- No more than six pages of A4 describing how tenders intend to meet the brief and the costs involved.
- A proposed programme of events.
- A detailed breakdown of the budget. Should the tenderer identify or recommend any additional spend or savings highlight these separately.
- Evidence of experience, similar projects, and qualifications of key personnel.

- Details of relevant insurance policies, health & safety policy and a sample risk assessment.
- The use of subcontractors requires the approval of the council prior to the commencing of works.
- Tenders that fail to meet these requirements maybe considered incomplete. Each compliant tender will be judged against the following criteria:

<p>Local context – 35%</p> <ul style="list-style-type: none"> • Event in keeping with the town • Evidence of site visit • Particular emphasis on harbour as this is the main location for the event • Evidence of environmental practice – evidence of sustainability
<p>Quality – 35%</p> <ul style="list-style-type: none"> • Experience, capability and qualification of key personnel • Demonstration of understanding of brief • Evidence of previous events • Creativity and innovation of the proposal • Ability to deliver on time • Technical competence of tender (free of error)
<p>Cost – 30%</p> <ul style="list-style-type: none"> • Value for money • Compliance with tender requirements • Acceptance of terms

- Event in keeping with the town
- Evidence of site visit
- Particular emphasis on harbour as this is the main location for the event
- Evidence of environmental practice – evidence of sustainability

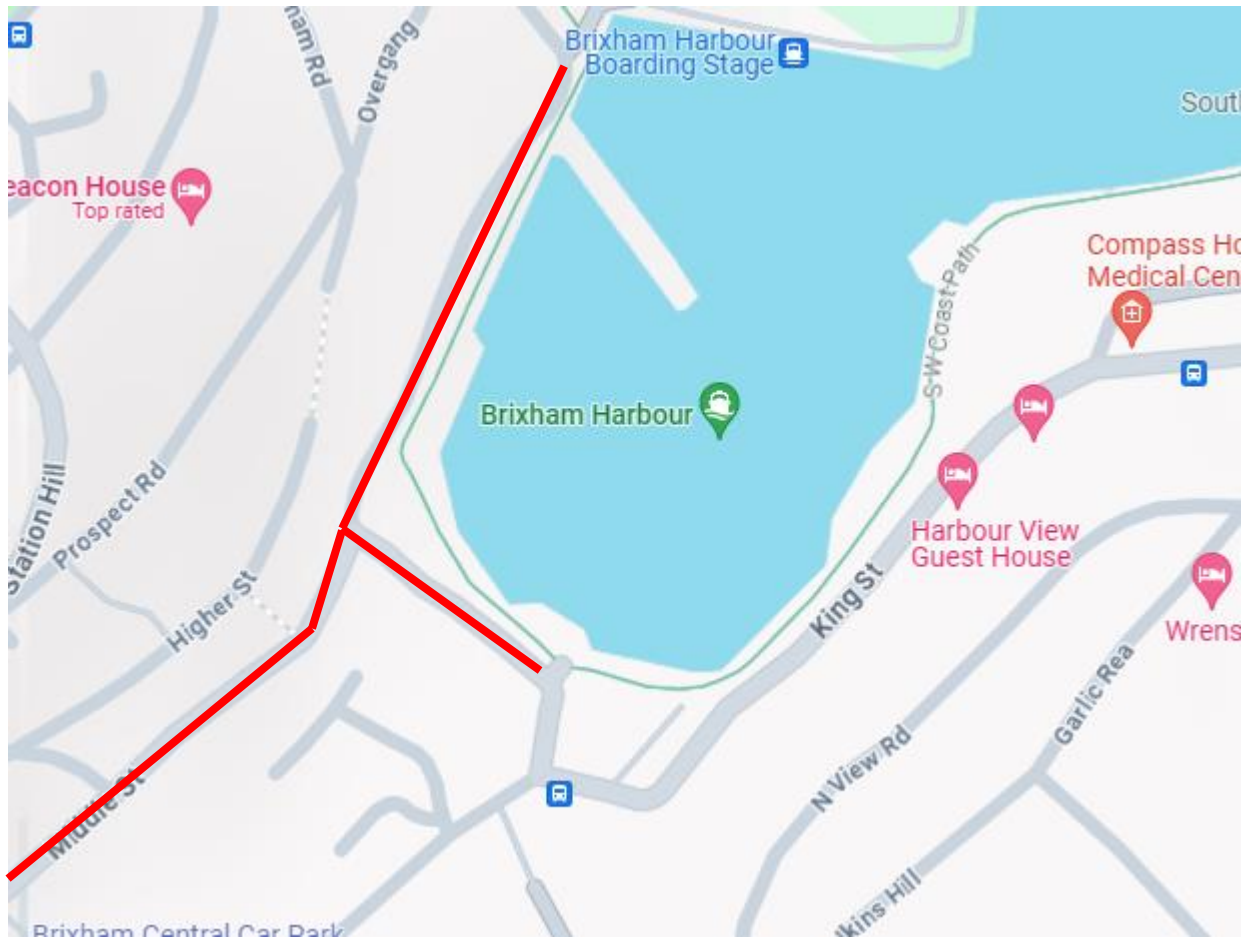
Quality – 35%

- Experience, capability and qualification of key personnel
- Demonstration of understanding of brief
- Evidence of previous events
- Creativity and innovation of the proposal
- Ability to deliver on time
- Technical competence of tender (free of error)

Cost – 30%

- Value for money
- Compliance with tender requirements
- Acceptance of terms

8. Map of event area



9. Area

The focus of the councils event has been The Quay, The Strand and Middle Street. However, the council are open to suggestions on how to improve the event including using different locations. The firework display is set of from the breakwater. We're unable to use any location around the inner harbour due to health and safety concerns.

10. Specification

The successful tenderer will be responsible for providing a complete package to include but not limited to:

Event application to Torbay Council

- Ensure the event application is submitted to Torbay Council within the required timeframe.

Event Management Plan (EMP)

- Create a detailed EMP including risk management plan to be approved by the council prior to circulation to Torbay Council, Tor Bay Harbour Authority and emergency services.

Health and safety, insurance and risk assessments

- Evidence of public and employer liability insurance (minimum of £5million each)
- Evidence of relevant insurance documents associated with any trader or entertainer participating at the event.

Road closure application and traffic management

- Ensure all road closure requests are submitted to Torbay Council.
- Management of road closure points with qualified personnel.
- Advance warning signs and road closure signage.

Parking suspension

- Apply to Torbay Council for parking suspension to ensure road is clear of parked vehicles before road closure is implemented. Ensure adequate provision is available on the day of the event to move any unauthorised vehicles.

Medical cover

- Provision of adequate medical cover during the event.

Waste Management

- Provision of additional bins, please specify how you would manage waste during the event. Traders to remove their own waste, additional bins are provided for visitors.

- Instigate recycling and environmentally friendly initiatives during the event.
- Copy of your environmental policy.

Toilets

- Provision of additional toilet facilities, if requested by Torbay Council.

Temporary structures and infrastructure

- Provision of a stage and PA system.

Security and stewarding

- Provision of security personnel and stewards

Traders, catering and hospitality

- Evidence of a minimum level 5 food hygiene ratings for all food traders.
- Evidence of relevant insurance documents associated with any trader or entertainer participating at the event.

Entertainment

- Professional and local performers.
- A stage central to the event.
- Entertainment throughout the event.

Fireworks

- Provide a minimum 5 minute firework display.
- Contractor must adhere to and show evidence of professional compliance relating to the safe management of firework displays.
- Firework company must carry out site visits and comply with all requirements of Tor Bay Harbour Authority.

Lantern workshop

- Provide a lantern workshop based on the theme of sustainability, with lanterns being made from recycled or environmentally friendly products.
- Encourage schools and community groups to create lanterns.
- Work with arts funded groups to commission large lanterns and participate in the parade.

Communication, advertising, promotion, signage and media

- Liaise with residents and businesses regarding potential disruption from road closures.
- Liaise with local businesses to develop a good relationship, ensuring local businesses are aware of the event plan and to minimise impact.
- Liaise with Tor Bay Harbour Authority regarding access to the fish market during the event.

- Outline how the event will be promoted.
- Management of social media i.e. event pages.
- Engagement with the community, businesses and schools to encourage participation.

Attendance at meetings

- Attendance at all necessary event management meetings i.e. Public Safety Advisory Group
- Regular updates and reports to the council, including attendance at two Community and Environment Committee meetings.

10.1 Experience, skills and knowledge

In order to fulfil the criteria, the following experience skills and knowledge are expected:

- Previous experience in events of this scale.
- Strong communication and organisational skills.
- Industry experience, skills and knowledge.
- Public Liability Insurance (minimum of £5 million).
- Professional personnel.
- Chapter 8 or equivalent qualification.
- Relevant safeguarding qualification.
- Management of work including comprehensive programme of works scheduled before each festive season with all relevant dates agreed with the council.

10.2 Selection Criteria

Contractors must demonstrate relevant experience including a list of three similar works carried out in the last three years giving descriptions of these works with dates and the names and addresses and email address of persons to whom reference can be made.

Contractors must agree to all areas specified with the specification and contractors must state their agreement to all these areas within the tender return.

10.3 Tender Submission

- It is the responsibility of the tenderer to check that all costs have been identified and are accurate. Any area of costs that are not identified and not included with the submission will be treated as free of charge.
- The council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.
- You must supply all details and certificates requested as part of this tender.
- Unless specifically and clearly stated by tenderers, they will be required to meet all the requirements specified within the tender price submitted.

- Tenderers should treat the tender documents as private and confidential between the tenderer and the council.
- The potential supplier is required to hold their tender open for acceptance for a period of up to six months from the closing date.
- The council is seeking to agree a three-year tender for this event. If the council deems any part of the contract unsatisfactory, unsafe or the event fails to meet the councils expectations the contract will be terminated early.

The submissions are to be submitted by **12 noon Friday 15th March 2024.**

The tender should be placed in a sealed envelope marked:

Do not open – tender for Brixham Town Council Christmas Event.

and return to:

Ross Green, Deputy Town Clerk, Brixham Town Council, Town Hall, New Road, Brixham, Devon TQ5 8TA

The envelope must not bear any indication of the tender's name and address. Where Courier services are used, the Courier should be instructed accordingly.

Any tenders received after the date and time specified will not be considered.

Enquiries

For matters related to the this tender and the works involved please contact:

Ross Green

Deputy Town Clerk

info@brixhamtowncouncil.gov.uk