



# EVENTS

## Invitation to Tender

Sound and Production



# Littlehampton Town Council Events

## Invitation to Tender for Sound and Production

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

Littlehampton Town Council is 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](mailto: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 Council's records.

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## Invitation to Tender for Sound and Production

1. Introduction and Information	
1.1. Introduction	
1.1.1.	<p><b>Littlehampton Town Council invites organisations to submit tenders for a three-year contract (April 2026 – March 2029) to deliver high-quality, professional sound and production services. The Council is recognised for hosting free, safe, and well-organised events that attract thousands of visitors annually</b></p>
1.1.2.	<p><b>Service required</b></p> <p>The Council requires a Sound and Production 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.</p>
1.1.3.	<p><b>Budget</b></p> <p>The allocated budget for 3 years is between £27,500 – 32,000</p>
1.2. Information for tenderers	
1.2.1.	<p><b>Confidentiality</b></p> <p><b>Our information</b></p> <p>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.</p> <p>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.</p> <p>Bidders shall not issue any form of publicity or advertisement regarding this process without prior written consent of Littlehampton Town Council.</p> <p>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.</p> <p><b>Your information</b></p>

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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

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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 the Event Manager or e-mail [rmarshall@littlehampton-tc.gov.uk](mailto: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 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

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- 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:

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)
Wednesday	18 March 2026	Inaugural contract meeting with successful contractor
Wednesday	1 April 2026	Contract commences

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<b>Wednesday</b>	<b>1 July 2026</b>	First contract review meeting
<b>2. Sound and Production Contract</b>		
<b>2.1. Context</b>		
<p>This contract will cover five 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.</p> <p>The successful contractor will be expected to provide reliable sound systems, technical expertise, and production support to ensure seamless delivery across all events. This includes working within agreed budgets, responding to technical emergencies, and collaborating with the Council to maintain the highest standards of safety and professionalism.</p>		
<b>2.2. Service required</b>		
<p>Deliver professional sound and production services for all designated events, ensuring high-quality audio and technical support throughout.</p> <p>Comply with event plans and risk assessments to ensure all events are delivered safely, efficiently, and to the highest standard.</p> <p>Work within the agreed contract budget, highlighting any additional needs that cannot be met within the timeframe or budget.</p> <p>Provide an event onsite emergency response for event-related technical incidents, such as power failure or urgent lighting issues.</p> <p>Conduct regular reviews of event operations and produce an annual report summarising achievements and outlining plans for the year ahead.</p> <p>Ensure all equipment and practices comply with relevant legislation and industry standards for safety and performance.</p> <p>Demonstrate proven excellence in sound engineering and event production, with a track record of reliability and professionalism.</p> <p>High Visibility uniform for whole team</p>		
<b>2.3. Essential requirements</b>		



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

Have appropriate qualifications for the work to be undertaken

Have sufficient knowledge and experience for the work to be undertaken

Provide reliable sound systems and technical support that meet safety and performance standard

Contractors must provide all necessary documentation, including risk assessments, method statements, and proof of insurance, prior to each event.

Ensure compliance with all relevant legislation, including electrical safety, noise control, and public safety requirements.

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

Provide an event onsite emergency response for urgent technical issues during the event period.

Conduct annual reviews and produce a report summarising achievements and outlining improvements for the year ahead.

### **2.4. Desirable requirements**

Enhanced technical solutions that improve event safety, efficiency, or audience experience (e.g., backup sound systems, advanced monitoring tools).

Environmentally sustainable practices, such as energy-efficient equipment or low-emission power solutions.

### **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.

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

## **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.**

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### 3.1.2. Tender submissions by email

Tender submissions should be sent to the Town Clerk by email, [tenders@littlehampton-tc.gov.uk](mailto:tenders@littlehampton-tc.gov.uk) or posted to the Town Clerk, Event Support Tender, Littlehampton Town Council, Manor House, Church Street, Littlehampton, West Sussex BN17 5EW by the closing date of **3 March 2025**.

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](mailto: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.

### 3.3. Company Information

#### 3.3.1. Contact details

Name of organisation	
Name of person completing the questionnaire	

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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:	
<b>3.3.2. Contracts withdrawn, outstanding claims and criminal convictions</b>	
Has your organisation had a contract prematurely withdrawn or terminated by the client organisation within the last 3 years?	<b>YES / NO</b>
Has your organisation prematurely withdrawn from or terminated a contract within the last 3 years?	<b>YES / NO</b>
Has your organisation not had a contract renewed for failure to perform?	<b>YES / NO</b>
Is your organisation likely to be undertaking work which could give rise to a conflict of interest with this contract?	<b>YES / NO</b>
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.	<b>YES / NO</b>
If you have answered yes to any of the above, please give details:	
<b>3.4. Insurance Details and Documentation</b>	
<b>Public Liability Insurance £10 million minimum</b>	
Insurance company	
Policy number	
Expiry date	
Value of cover	

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<b>Employers Liability Insurance £10 million minimum</b>		
Insurance company		
Policy number		
Expiry date		
Value of cover		
<b>3.4.1. Associations, accreditations and / or relevant qualifications.</b>		
Do you or your organisation hold membership of a professional trade organisation or accreditation scheme?		<b>Yes / No</b>
If yes, please provide details here:		
<b>3.4.2. References</b> (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).		
<b>Reference 1</b>		
Client name		
Address		
Postcode		
Tel		
Email		
Nature of contract		
<b>Reference 2</b>		
Client name		
Address		

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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?

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

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**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	
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

Section 1: Key Events		Cost
<b>Armed Forces Day – Saturday 26 June 2026 (usually third Saturday in June)</b>		
Location: East Green, Littlehampton		
Attendance	5,000 – 6,000	
Event Open Period	10:30 – 17:00	
Event Description		
The event starts with a formal parade and service and is followed by a relaxed community event 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.		
<b>Set Up</b>		
Load in and Build – 07:00 – 10:00		
Breakdown and Load Out – 17:00 – 20:00		
<b>Main Arena</b>		
Generator and 3m x 3m PA tent will be supplied by Littlehampton Town Council		
Capability to play CDs, MP3, USBs and mobile devices.		
<b>Requirements</b>		

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Speakers to cover an arena up to 100x50m on East Green. Coverage provided at 116dba minimum throughout the site and Main PA to cover up to 10,000 + capacity. South facing speakers to cover the seafront and promenade area.		
2x fly towers		
2x Roving microphones for display commentary and compere.		
Portable PA system for secondary performance area		
3x Wired microphones for secondary performance area away from the main PA system		
Cable covers.		
Delivery/Travel		
Technician/s and associated equipment.		
Subtotal		
Screen on the Green – Saturday 15 August 2026		
Location: East Green, Littlehampton BN17 5LL		
Attendance	3,000 – 7,000	
Event Open Period	20:45 – 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.		
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.		
Set Up		
Load in and Build – 14:00 – 19:00		



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Breakdown and Load Out – 23:00 – 00:00 Generator will be supplied by Littlehampton Town Council contractor.		
Requirements		
Outdoor Cinema sound system for up to 7,000 people.		
2x Fly Towers		
1x Basic mic set-up for speeches		
Cable covers.		
Delivery/Travel		
Technician/s and associated equipment.		
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		

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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 remainder of the park is packed with children's activities including inflatables, a beer tent and catering as well as sponsor pitches.		
<b>Set Up</b> Load in and Build – 7:00 - 12:00 Breakdown and Load Out – 17:00 – 21:00 Generator and 3m x 3m PA tent will be supplied by Littlehampton Town Council. Ability to play CDs, MP3s, USB and from mobile devices.		
<b>Requirements</b>		
Sound for stage set up with capability for full bands, choirs and solo artists. Coverage provided at 116dba minimum throughout the site and to cover up to 5,000+ capacity. Roving PA coverage for temporary arena close to stage.		
Lighting for stage		
1x Wireless microphone for dog show commentary and compere.		
Delivery/Travel		
Engineers provided both for the stage and the front of house position and associated equipment.		
Subtotal		
Remembrance Sunday Parade 08 November 2026 (in line with national date) Location: Littlehampton High Street		
Attendance	500	

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## Invitation to Tender for Sound and Production

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.		
<b>Set Up</b> Load in and Build – 7:00 – 10:30 Breakdown and Load Out – 12:00 – 13:00 Capability to play CD, MP3 or from mobile device. Power is accessed through an electrical box on the South side of the memorial. Littlehampton Town Council will provide a 3m x 3m PA tent.		
<b>Requirements</b>		
PA system for service, Coverage provided at 116dba minimum throughout the site and to cover up to 500 + capacity.		
1x microphone. (cables have been strung overhead to ensure public safety)		
Cable covers.		
Delivery/Travel		
Technician/s and associated equipment.		
Subtotal		
<b>Christmas Light Switch On – Saturday 21 November 2026 (usually third Saturday in November)</b> Location: Littlehampton High Street		
Attendance	2,000	
Event Open Period	15:00 – 20:00	
Event Description		

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<p>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.</p>	
<p><b>Set Up</b>  Load in and Build – 12:00 – 15:00  Breakdown and Load Out – 17:00 – 20:00  Generator and 3m x 3m PA tent will be supplied by Littlehampton Town Council.  Ability to play CDs, MP3s, USB and from mobile devices.</p>	
<p><b>Requirements</b></p>	
<p>Full stage sound set up with capability for full bands, choirs, compere and soloists.  Coverage provided at 116dba minimum throughout the site and to cover up to 500+ capacity.  Set up to ensure clarity throughout the audience, whilst also ensuring the stage is not disruptive to other activities on the High Street.</p>	
<p>2x Snow Machines with fluid for main stage to be set off when the lights are switched on at 19:00</p>	
<p>Cable covers.</p>	
<p>Lighting for stage</p>	
<p>Delivery/Travel</p>	
<p>Engineers provided both for the stage and the front of house position and associated equipment.</p>	
<p style="text-align: right;"><b>Subtotal</b></p>	
<p style="text-align: right;"><b>Overall Total for all events</b></p>	



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**Contact Details**

Rachel Marshall

Events Manager

[rmarshall@littlehampton-tc.gov.uk](mailto:rmarshall@littlehampton-tc.gov.uk)

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Littlehampton Town Council

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Church Street

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