

## Schedule 5 - Call-Off Contract Template

**Framework Number: 90699**

**Call-Off Contract Number: Task 16 St Patrick's Day**

**THIS CALL-OFF CONTRACT** is made the 16<sup>th</sup> day of December 2014

### **BETWEEN:**

- (1) Transport for London ("**the Authority**"); and
- (2) Bliss Events, a company registered in England and Wales (Company Registration Number 6071666) whose registered office is at **REDACTED** ("**the Service Provider**").

### **RECITALS:**

- A. The Authority and the Service Provider have entered into an agreement dated 16<sup>h</sup> December 2014, which sets out the framework for the Service Provider to provide certain Services to the Authority ("**the Agreement**").
- B. The Authority wishes the Service Provider to provide the specific Services described in this Call-Off Contract pursuant to the terms of the Agreement and this Call-Off Contract and the Service Provider has agreed to provide such Services on those terms and conditions set out in the Agreement and this Call-Off Contract.

### **THE PARTIES AGREE THAT:**

#### **1. CALL-OFF CONTRACT**

- 1.1 The terms and conditions of the Agreement shall be incorporated into this Call-Off Contract.
- 1.2 In this Call-Off Contract the words and expressions defined in the Agreement shall, except where the context requires otherwise, have the meanings given in the Agreement. In this Call-Off Contract references to Attachments are, unless otherwise provided, references to attachments of this Call-Off Contract.

#### **2. SERVICES**

- 2.1 The Services to be performed by the Service Provider pursuant to this Call-Off Contract are set out in Attachment 1.

- 2.2 The Service Provider acknowledges that it has been supplied with sufficient information about the Agreement and the Services to be provided and that it has made all appropriate and necessary enquiries to enable it to perform the Services under this Call-Off Contract. The Service Provider shall neither be entitled to any additional payment nor excused from any obligation or liability under this Call-Off Contract or the Agreement due to any misinterpretation or misunderstanding by the Service Provider of any fact relating to the Services to be provided. The Service Provider shall promptly bring to the attention of the Call-Off Co-ordinator any matter that is not adequately specified or defined in the Call-Off Contract or any other relevant document.
- 2.3 The timetable for any Services to be provided by the Service Provider and the corresponding Milestones (if any) and Project Plan are set out in Attachment 1.
- 2.4 The Service Provider acknowledges and agrees that as at the date of this Call-Off Contract it does not have an interest in any matter where there is or is reasonably likely to be a conflict of interest with the Services provided to the Authority under this Call-Off Contract.

### **3. CALL-OFF TERM**

This Call-Off Contract commences on the date of this Call-Off Contract or such other date as may be specified in Attachment 1 and subject to Clause 3.2 of the Agreement, shall continue in force for the Call-Off Term stated in Attachment 1 unless terminated earlier in whole or in part in accordance with the Agreement.

### **4. CHARGES**

Attachment 2 specifies the Charges payable in respect of the Services provided under this Call-Off Contract. The Charges shall not increase during the duration of this Call-Off Contract unless varied in accordance with clause 49 of the Agreement. The Service Provider shall submit invoices in accordance with the Agreement and the Charges shall be paid in accordance with the Agreement.

### **5. CALL-OFF CO-ORDINATOR AND KEY PERSONNEL**

The Authority's Call-Off Co-ordinator in respect of this Call-Off Contract is named in Attachment 1 and the Service Provider's Key Personnel in respect of this Call-Off Contract are named in Attachment 2.

### **6. TERMINATION**

Without prejudice to the Authority's right to terminate the Agreement or this Call-Off Contract under Clause 45.1 of the Agreement or to terminate at common law, the Authority may terminate this Call-Off Contract at any time without cause subject to

giving the Service Provider written notice of the period specified in paragraph 7 of Attachment 1.

This Call-Off Contract has been signed by duly authorised representatives of each of the Parties.

**SIGNED**

For and on behalf of the [*Authority*]

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNED**

For and on behalf of [*the Service Provider*]

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachment 1 – Technical Specification**

### **EVENTS FOR LONDON**

#### **REQUEST FOR PROPOSAL UNDER PROCUREMENT FRAMEWORK PN421**

**Contract reference: GLA 90699 – Task 16 St Patricks Day 2015**

#### **St Patrick's Day Parade and Festival Sunday 15th March 2015**

##### **Event summary**

1.0 Events for London, a part of the Greater London Authority (GLA) are seeking a costed production management response to the brief for staging the Mayor's St Patrick's Day event on Trafalgar Square together with the St Patrick's Day Parade on Sunday 15th March 2015 (the celebrations on Trafalgar Square and the Parade together comprising the "Event").

1.1 The Mayor of London wishes to support a celebration of St Patrick's Day as a part of the GLA's commitment to promoting the contribution of the London Irish community to all aspects of London life. We are therefore seeking a world class response to this event brief, which will seek to ensure that London's St Patrick's Day celebrations are staged on a level appropriate to London, and viewed amongst the world's best places to celebrate St Patrick's Day, alongside Dublin, Chicago and New York.

1.2 The St Patrick's Day Parade and Festival event has been staged by the Mayor since 2005 on Trafalgar Square, and prior to this by on Jubilee Gardens in 2003 and 2004, and on Trafalgar Square in 2002.

1.3 The event features a varied programme of Irish themed cultural performances (comprising of popular and traditional music and dance) and visitor experiences, which in 2014 comprised of:

- Parade (between Green Park and Whitehall Place).
- Festival
- Tea Dance (Westminster Cathedral Hall)
- Film Festival (Prince Charles Theatre Leicester Square)
- Comedy Festival (Trafalgar Square)
- Business Lunch (Charring Cross Hotel)

1.4 The event is free and open to all Londoners, visitors to London and age groups and will be of approx. 6-hours in duration with a curfew for all activities of 18.00hrs. The Parade starts at 11.00am and Trafalgar Square at 12.00pm

1.5 The event attracted an estimated total transient audience of approx. 125,000 in 2014 \* over the 6-hours of the event into designated event viewing areas, with an estimated total audience capacity at any one time 15,000 (excluding parade). The above areas are

considered to be the responsibility of The Event Production Company in respect of crowd management and welfare provision.

## **2.0 Event stakeholders**

2.1 This event is staged with the support of the following statutory agencies:

Westminster City Council Special Events (WCC SpE)  
Westminster City Council Environmental Health (WCC EH)  
Metropolitan Police Service (MPS)  
London Fire Brigade (LFB)  
London Ambulance Service NHS Trust (LAS)  
Transport for London (TfL)

## **3.0 Event Planning**

3.1 Authority to proceed is granted through a Licensing, Operational, Planning and Safety Group (LOPSG), which will meet to assist in the planning of the event. The appointed Event Production Company and their Event Safety Officer and Stewarding Provider must therefore budget to attend up to three of these meetings to be held at City Hall, although it is expected that only two such LOPSG meetings will prove necessary to receive a Letter of No Objection from WCC, permitting the events to go ahead.

3.2 There will be 3 LOPSG meetings for this event in December 2014, January and February 2015. The meeting dates will be confirmed on contract signing.

## **4.0 Multi Agency Liaison**

4.1 The GLA shall support the Event Production Company in relation to on-going dialogue with Westminster City Council, the Metropolitan Police, London Fire Brigade, Transport for London and other statutory agencies as appropriate, as part of the LOPSG process.

4.2 This is subject to the Event Production Company meeting such requirements as these bodies may request and by their deadlines, and noting the GLA's legal requirement under the 2003 Licensing Act as the Premises Licence holder for Trafalgar Square. The Event Production Company must ensure compliance with all the Licence conditions for Trafalgar Square.

4.3 It is expected that a static multi-agency Event Liaison Team (ELT) function will operate at this event. Costing should be included for this in the Trafalgar Hilton boardroom. The ultimate responsible person(s) will be the Event Production Company, although any decisions regarding the event will be made in conjunction with the lead GLA (Senior Events Officer) SEO and WCC Special Events should circumstances deem it necessary, it will be the responsibility of the GLA SEO to ensure that they are in close liaison with / ensure the presence of representatives of the other statutory bodies on the day.

## **5.0 Licences and permissions**

5.1 This event will be staged under the Trafalgar Square Premises Licence. This licence is managed by the GLA Facilities Management Teams in cooperation with GLA Events for London.

5.2 Westminster City Council owns areas surrounding Trafalgar Square, notably the North Terrace. The Event Production Company will be responsible for gaining a 'Letter of No Objection' from the Council, which permits audiences and infrastructure in these areas. This is dealt with via the LOPSG process and a WCC Use of North Terrace Application, which if required is to be submitted by the appointed Event Production Company on behalf of the GLA.

5.3 The Event Production Company will be responsible for obtaining all other necessary permissions and licenses regarding the event and shall provide the GLA with copies of the same. The Event Production Company shall ensure that all such licenses and permissions are fully complied with.

5.4 The GLA as Premises Licence holder for Trafalgar Square will have a presence on Trafalgar Square throughout the event and in part during the build and de-rig process, as appropriate.

## **9. Roles and responsibilities of the SEOs / Event Production Company**

9.1. The appointed Event Production Company shall take full responsibility for the management and delivery of the event. This will include sufficient staffing to manage and protect the Square and the activities on it (more detail is provided in the Production Response of this specification).

9.2. The GLA is the Event Organiser (owner) and budget holder.

9.3. In addition to areas identified in this specification, the Event Production Company can expect the following support from the GLA:

A GLA SEOs will be nominated to work on the project under the Head of Events within the Events for London team. These SEOs will act as your primary point of contact within the GLA. The SEOs will be the main conduit for liaison between:

- The appointed Event Production Company
- The Media Partner
- Event Partners / Sponsors
- Community organisations involved in the event
- Other statutory agencies as required via the LOPSG process
- The GLA Facilities Management Team
- The GLA Commercial Partnerships Team (and the agencies with whom they work)
- The GLA Marketing, Web and Creative Services Teams
- The GLA Press Team

9.4. The GLA SEOs will be responsible for the selection of caterers or traders and the agreement of any fees to be levied for trading at either event on Trafalgar Square. Suggestions for suitable candidates may be requested from the appointed Event Production Company however, and in this instance the production company will be required to show proactive initiative by proposing suitable potential operators.

9.5. The Event Production Company will be responsible for invoicing the caterers/traders directly as instructed by the SEOs, and for receiving payment from them no later than three weeks prior to the event. The Event Production Company will notify the SEOs of the status of

these payments in a timely manner and on a regular basis, in order for budgets not to be jeopardised by non-payment/no shows. No caterer/trader shall be allowed on site the day of the event without prior payment of their pitch or WCC EH authorisation to proceed.

9.6. Any budget sought by the appointed Event Production Company from caterers or stallholders on behalf of the GLA shall be considered either proportionate pre-payment of the core event budget, or additional budget if agreed as such with the GLA SEOs.

9.7. The appointed Event Production Company will be required to take forward the responsibility for the acquisition of all the paperwork necessary to receive WCC EH compliance sign offs and any trading licences required. The Event Production Company will notify the SEOs of the status of these processes on a regular basis.

9.8. The GLA SEOs will instruct the Event Production Company as to what infrastructure is required for each event, trying as far as is possible to have agreed the sharing of infrastructure with each other in advance of advising the Event Production Company.

9.9. The Event Production Company shall discuss any implications of the provision of the requested infrastructure with the SEOs prior to placing orders and committing budget, and shall consult the GLA on all major decisions (e.g. budget, disability access, major infrastructure, concessions, event programme, or anything that might impact upon public perception of the event(s), or participation in the event(s)).

9.10. The nominated GLA SEOs reserve the right to make a formal objection to any element of the event(s) which, in the view of the GLA, is contrary to its intended message, or contradictory to the aims of the Mayor relating to the event(s).

## **Other GLA and Event Partner responsibilities**

### **10. Neighbour communications**

Given the localised impact of the event, all neighbour communications will be managed internally by the GLA in respect of buildings surrounding Trafalgar Square.

### **11. Venue services**

11.1. The GLA will meet Trafalgar Square venue costs, such as waste management and cleaning and provide an on-call engineer for the fountains and access to mains power where necessary subject to agreement between the Event Production Company, GLA Events for London and GLA Facilities Management. Please bear in mind that costs for venue related services and out of hours working must be borne by the overall project budgets and therefore should be minimised wherever possible.

11.2. The appointed Event Production Company will work with Westminster City Council and the GLA's Waste Management contractor Veolia via the GLA's Facilities Management Team to produce, implement and manage a waste management plan for the event. Services are to include post event litter picking, trade waste disposal and the provision of recycling facilities.

### **12. Sponsorship**

12.1. The GLA shall seek to secure sponsorship for the event. Any arrangements in respect of GLA Event Sponsorship will be dealt with directly by the GLA.

12.2. Sponsorship income generated in connection with the event will be for the sole benefit of the GLA and will be used to offset its costs in regard to the event(s).

12.3. The Event Production Company shall provide at the GLA's request any specific infrastructure (in addition to that mentioned in this specification) or site services that sponsors may require, subject to additional cost in excess of the core budget where mutually agreed.

### **13. Marketing and Communications**

13.1. All marketing and communications related to the event will be developed and managed by the GLA SEOs in conjunction with the GLA's Creative, Marketing and Web teams and other relevant stakeholders.

13.2. The Event Production Company shall assist by providing event information as requested.

13.3. The GLA SEO will work in conjunction with the appointed Event Production Company and LOPSG to ensure that any planned media communications activity is developed in conjunction with the crowd management plan and infrastructure provision.

### **14. Media Management**

14.1. Events such as St Patricks Day may attract limited media coverage - broadcast, radio, print and on-line media.

14.2. The Mayor's Press Office will be responsible for managing media requests pre event.

14.3. The GLA shall also assign the reasonable resources of its press office to be present at the event, including a Press Office function for media enquiries where possible.

14.4. The Event Production Company will be responsible for the provision of a designated area for Media sign-in / Information point and the services and infrastructure as referred to in points in if required.

### **15. Equalities & diversity**

15.1. Given the profile and the iconic nature of the event, MoL events attract a diverse range of visitors. It is essential that the Event Production Company delivers the services in a manner which recognises this diversity and is in line with the GLA's own policies on Equality and Diversity.

15.2. Therefore, in delivering St Patricks Day, the Event Production Company shall take action to ensure that equalities and diversity are fully taken into account, including, but not be limited to:

- Ensuring that all staff, directly employed and sub-contracted are familiar with relevant statutory regulations and with the requirements of the contract in this respect.
- Ensuring appropriate equalities training to managers, staff and sub-contractors at all levels who are employed in the delivery of the services.



- Implementing appropriate procedures to deal promptly and sensitively with complaints about discrimination, from staff or the public.

## **16. Access**

The event must be produced and delivered with an integrated and robust approach to access. The Mayor and the GLA are committed to fulfilling their responsibilities to operate an accessible events programme, and to working with other stakeholders and partners to continue to achieve 2012 Games legacy goals.

16.1. The GLA and its partner agencies share a commitment to maximise accessibility. The chosen production company will demonstrate a sound understanding of access in relation the following, and incorporate elements in the event as relevant and according to its available budget: The may include, but not be limited to:

- Site layout, accessible routes and ramping
- Arrivals (parking, walking, bus etc.)
- Signage
- Stewarding
- Accessible toilets
- Accessible vendors
- Accessible viewing areas

16.2. Tenderers must demonstrate consideration for access in their tender response and ensure that all the potential impacts and issues identified in best practice toolkits such as ISAN Access Toolkit<sup>1</sup> and that are relevant to delivering the services required are included.

<http://www.isanuk.org/downloads/ISAN%20Access%20Toolkit-1.pdf>

The Event Production Company will be expected to take all reasonable measures to adhere to these access guidelines, report openly any exceptions and ensure sub-contractors are also subject to the same requirements.

## **17. Event sustainability**

17.1. The Mayor's vision is to develop London as an exemplary, world-leading, sustainable international city.

17.2. Sustainable development is 'development that meets the needs of the present without compromising the ability of future generations to meet their own needs'. Sustainable development is usually defined in three ways - economic, social and environmental. For London, the Mayor has identified goals based on these themes:

- Strong, diverse, long-term economic growth
- Social inclusivity to give all Londoners the opportunity to share in London's future success
- Fundamental improvements in London's environment and the use of resources

In support of this Vision, the GLA are committed to promoting best practice in sustainability through the planning and delivery of all events staged on behalf of the Mayor

The Event Production Company will be required to complete and submit a Sustainability Management Plan, identifying priority sustainability risks and opportunities and related actions (format to be agreed with the GLA). Event Production Companies will be required to implement the actions within the Sustainability Management Plan throughout the duration of the contract.

The Event Production Company will be required to complete and submit a Waste Management Plan, outlining how they plan to reduce the amount of waste sent to landfill, and maximise recycling. The GLA recommends the use of the Event Resource Management Plan (RMP) tool WRAP - <http://rmp.wrap.org.uk/>

In addition, please note your overriding responsibility with regards to the care and protection of Trafalgar Square as a national heritage site when used as an events venue. Please refer to the documents **Guidance Notes on Use of Trafalgar Square** and **Fabric Protection of Trafalgar Square** in the Appendix.

## **Production Response**

### **18. Site and Event Schedule**

Trafalgar Square will be available to the appointed Event Production Company on the afternoon of Saturday March 14th (time to be agreed with GLA SEOs and Squares' Facilities Management to minimise impact on public access to the Square, and to comply MPS's new regulations.

18.1. The event will run from 12:00 – 18:00 on Sunday March 15 2015

18.2. The site should be cleared of all event-related production infrastructure by no later than 04:00 on Monday 16 March 2015.

18.3. 24-hour working is encouraged due to the nature of Trafalgar Square. Closure of the Square between 22:00 and 07:00 daily can be facilitated during key build /breakdown periods and at other times when justified in specified areas. Public access across the Square must be maintained at all other times, where it is safe to do so.

18.4. The appointed Event Production Company will be expected to examine the Square with either a Heritage Warden or member of the GLA FM team before pulling any event-related infrastructure on in order to record any existing damage. A similar audit will be required on leaving the Square (insofar as is possible with light considerations). The Event Production Company should note that they will be held responsible and therefore liable for any damage caused to the Square in the course of producing of the event. It is therefore highly recommended that all sub-contractors are asked to read and sign sign as having read related protection of the Square documentation.

### **19. Infrastructure**

Please note that the following is provided for guidance only, and should not be relied upon as a complete list of infrastructure or services required to stage this event. The specification may

grow in accordance with the requirements of additional event participants (subject to budget availability), or be downscaled if applicable to remain within the aforementioned budget.

19.1. In providing a professional service to the GLA, the tender response received from Event Production Companies should therefore list and cost all items that in the opinion of the Event Production Company are required to meet their contractual obligation to stage an appropriate, safe and well-managed event on behalf of Events for London.

19.2. The infrastructure necessary to deliver the event in accordance with the terms of this ITT will be entirely the responsibility of the Event Production Company and must include (without limitation):

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## **20. Main stage**

At present a trailer or demountable main stage positioned within the 'D ring' with steps/ramps with a playing area of around 80m<sup>2</sup> is considered appropriate for this event.

20.1. The stage is ideally to have:

- the ability to fly sound, either as part of the stage structure or using independent ground support structures combined with any screen provision
- Stage wings to provide space for a monitor engineer
- 
- Rigging points for the flying of both front and back lighting trusses

20.2. The stage programmes for the event are yet to be confirmed, however will likely comprise of a festival stage format, featuring several band changeovers, dance performances and speeches.

20.3. The staging cost should incorporate rigging costs to install and de-rig stage branding. Any innovative cost saving solutions with regard to somehow doubling up on, or reusing stage scrim (but they both need to be branded by name) would be advantageous to the tender response.

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## **21. Front of House (FOH) mix**

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- A structure on the North Terrace viewing platform, offering a single tier covered area for sound / light will be required.

## **22. Sound**

22.1. Where possible a flown, line array sound system designed specifically for live music and playback purposes should be used, with due consideration paid to noise sensitive premises surrounding the venue, and observing all current licence conditions.

22.2. Exact on-stage specification is unlikely to be known until September, however a fairly comprehensive backline should be costed for from the outset. Specification to include mix positions, monitor speakers, playback, range of mics (cable, radio and lapel as required), DIs and other equipment / on stage technician(s) for groups of up to 8-piece.

22.3. The GLA have commissioned a report from Capita Symonds regarding managing sound at events. This report can be found in the **Appendix 1** and should be consulted prior to the selection of an audio supplier / specification.

22.4. A sound feed may be required for media use.

22.5. A microphone should be provided at all times at the FOH position for emergency announcements.

## **23. Lighting**

23.1. The stage lighting rig is to comprise of static and moving lights. Lighting should be designed to work primarily with daylight, so should incorporate LED/daylight effects as appropriate, and white light to enhance stage-based performers.

23.2. In order to facilitate 24-hour working, portable tower lights should be provided to comply with night time safe working.

## **24. Stage and site signage and dressing**

24.1. Production of wind permeable stage scrims (depending on the stage model used), branded stage backcloth and stage wings (if appropriate) are to be produced via the Event Production Company, with the design to be provided by the GLA. A cost effective solution is sought to branding with minimal wastage/man power for rigging/de-rigging.

24.2. Provision should be made to enhance the dressing of the stage (over and above the scrim, backdrop and wings etc) to add to the 'look and feel'. The style should reflect both the colours and brand design so as to be fit for purpose.

24.3. Production and installation of six event-specific balustrade banners for each event, the designs to be provided by the GLA. Please list your provider in the 'additional information' column of the Pricing Schedule. The dimensions can be found in the **Appendix 2**.

24.4. Provision of Health and Safety signage as appropriate to the activity being undertaken.

24.5. Provision and installation of marquee event branded signage costed on a 3x3, 4x4 and 5x5 per item basis (including rigging), as an additional in the pricing schedule.

## **25. LED Screen**

25.1. The GLA would look to the Event Production Company to hire one trailer/truck mounted (or ground support) screen positioned in the SW corner, in position behind 'mushroom bollards'. Quotes should include a 25m and 40m option price, with the former as 'core' infrastructure and the latter difference in price shown as 'extra'.

25.2. Please provide screen technical information, such as size, dpi, pixel ratio and date of manufacture with your tender submission. If proposing a truck-mounted screen, please ensure that any screen supplier branding on the side of the truck is 'clean', through provision of blackout dressing.

25.3. Screen specification should also include an on-site production facility with capabilities for playback, live caption generation, including specially created screen stings (provided by others).

25.4. The appointed Event Production Company will provide the GLA with the format in which all screen material is to be provided, and liaise with them on the production of all event-related screen content in order to gain their approval. Event Production Companies are reminded of the need to observe the maximum 6 minutes per hour commercial branding rule on the screen (elsewhere applicable as 10% of event branding surface area) at all times.

## **26. Power distribution and cable management**

26.1. Use of house power is preferred wherever possible at nil cost (a Venue Power Specification is enclosed in the **Appendix 3**).

26.2. Diesel generators (including all fuel) for the catering units and as otherwise necessary should be clearly indicated and quoted for in this response. **Please note that petrol generators are not allowed on the Square.**

26.3. The GLA encourages the use of environmentally sustainable event infrastructure. Therefore please consider the option of using Bio Diesel generators or similar if possible for this event.

26.4. Power distribution will be required on the North Terrace.

26.5. All cable distribution is to be suitably covered / protected, including cable ramping provision across the main audience areas between the stage and FOH.

26.6. All cable distribution should be suitable for use in the open air to IP 67 standard and RCD / MCB protected.

26.7. An appropriately qualified Site Electrician must be present throughout the event and must provide an Electrical Safety Certificate in respect of all temporary electrical installations required, prior to their commencement. All equipment brought onto the square must be tested in advance and proven fit for purpose.

26.8. Please note that out of hours working for the Trafalgar Square contracted electrician will incur a cost which must be factored into the overall event budget. Currently non-billable hours are 8am to 5pm on a weekday and 8am to 12 noon on the weekend. Out of hours services are billed at £46.36 per hour plus VAT. There is also a minimum four-hour call out charge of £185.44 plus VAT.

## **27. Barriers and fencing**

27.1. Braced heras fencing (or similar) is to be provided to create a secure backstage area surrounding the column and the production area. MoL branded scrim dressing will be provided by the venue.

27.2. Mojo barrier is to be provided to the front of the stage, surrounding the 'D' ring.

27.3. A Disabled viewing area is to be created at the top of the main staircase by placing mojo barrier (over suitable fabric protection and with drop down seating on one side) an agreed distance from the top stair, suitable for both wheelchair access and for elderly and infirm

seating. Cable ramping should be provided across the top of the stairs (on the North Terrace), to prevent wheelchairs in the Disabled viewing area being able to roll forward and down the steps. Rope and post should be put across the width of the main staircase a number of steps down in order to prevent crowds amassing there and impeding the view from the Disabled viewing area.

27.4. Heras / Crowd Control Barrier / Chain and Post as required around the site, to include the following positions:

- around the FOH
- behind food concessions and generators (as necessary) to create secure storage areas
- to provide security to the rear of stalls and marquees as appropriate on the North Terrace and to delineate unimpeded access to the National Gallery
- to delineate ingress/egress flow access to activity marquees and entrance/exit points of the Square

## **28. Toilets**

The Trafalgar Square house toilets open from 09:00 – 20:00 will be open for public use. Based on the estimated capacity of the Trafalgar Square for this event (10,000 people) the event organiser should also make provision for additional public toilet facilities to be located within the event area.

28.1. The provision of backstage toilet units will be required for performer / crew use, both during the event and for out of hours working, with servicing as required.

28.2. The provision of guest toilet units will be required

## **29. Backstage production area**

Temporary accommodation, e.g. cabins or marquees for a Production Office and Security Control will be required.

## **30. Dressing room marquee**

One 12m x 6m marquee (or similar) is to be positioned within the secure area and include dividers creating separate male and female changing areas. Hanging rails and mirrors will be required for both dressing rooms. An artist entrance to the barriered area should be facilitated.

## **31. Information / Media sign in**

One pop up style marquee required for Information/Media sign-in to be positioned on the south east or west corner of the Lower Terrace, outside of the secure area event side. This has been allowed for in the marquee numbers to be quoted for below.

## **32. Marquees**

Until content is determined it is difficult to predict the numbers and sizes of marquees which will be required.

32.1. Production responses should indicate the core costs of transporting marquees to the Square and the cost of hiring each additional marquee thereafter for ease of adding or

subtracting. If suppliers differ for the different sizes, this should be indicated as it will affect transportation costs.

32.2. Marquees should be of quality and look the part, yet allow for a cost effective solution with regard to branding e.g. fascia signage.

32.3. All marquee structures should be suitably ballasted on a protective surface and all front of house ballasts to be adequately dressed. All structures must comply with fire certification requirements.

### **33. Catering Concessions**

The Event Production Company will be responsible for the selection and letting of suitable concessions for the Festival and ensuring that all relevant licences and permits are obtained and relevant food hygiene regulations are adhered to. All income from the Concessions, minus any pre-agreed management fee shall be made available to the GLA. Opportunities for concessions are to include:

- **Food**  
Provision of high quality, catering concessions selling culturally specific Irish food and non-alcoholic beverages.  
  
NB: The GLA retain the right to veto sales of any product based on similar products being on sale in the on-site Trafalgar Square Café and / or health and safety concerns.
- **Licensed bars**  
Provision of x 1 event bars, selling culturally specific beer, stout and wine, in addition to water and soft drinks. The GLA retain the right to sell pouring rights sponsorship packages for this event, for which the event organiser (or there appointed bar operator) will be expected to comply.

The DPS will remain with the GLA for the sale of alcohol for this event, however the appointed event organiser and their bar operator will be required to sign a letter confirming due diligence in response of upholding the premise licence conditions for the sale of alcohol.

Although compliance with Environmental Health and Food Safety standards is the responsibility of the individual trader, some assistance may be required from the appointed Event Organiser in respect of provision of services such as distributed temporary power, waste management etc. (please refer to relevant sections of this specification).

Crew / artist catering is required for this event. A supply of drinking water should be made available for staff and performers (estimated 500 x 500ml servings) throughout the event, via bottles or bowser / dispenser.

### **34. Guest Marquee**

A guest marquee should be provided on the south east corner of the Square with VIP toilets and space for 100 people and a bar area. The suggested 15x5m marquee set up has been accounted for in the marquee section above, however please quote here for the provision of either carpet or cushions as an additional item on the pricing schedule.

### **35. Furniture**

- 35.1. Trestle tables (heavy weight loading), folding chairs, hanging rails and mirrors and other items as appropriate for backstage and dressing room use.
- 35.2. Two trestle tables with two folding chairs to be provided within each 3x3, 4x4 and 5x5 marquee - including paper table covers.

### **36. Plant and vehicles**

- 36.1. All plant requirements (fork truck /MEWP) are to be provided by the Event Production Company or their appointed infrastructure provider as appropriate.
- 36.2. All contractors should be made aware (including the on-site Production Manager) that there is no parking provided on show or build days.

### **37. Event accreditation**

Event accreditation is to be provided by the GLA in the form of wrist bands. Pass sheets are to be collated for security use by the Event Production Company after consultation with the GLA SEOs.

### **38. Site Management / Crew**

- 38.1. Event Production Company services are to include overall site management, including during all build/breakdown and show times, in association with Events for London/Facilities Management (Venue and Licence Management).
- 38.2. A team of experienced site crew are to work under the supervision of the Event Production Company's Production Manager as required, but to include a stalls manager and caterer manager for each event.

### **39. Stage Management**

- 39.1. The appointed Event Production Company is required to provide a Stage Manager to set up / load out, assist with individual artist's requirements (including backline), develop a running order (in conjunction with the Media Partner / SEO / Committee / Community Partner as appropriate) and manage artist changeovers etc.
- 39.2. The Event Production Company should provide one artist liaison manager staff to aid backstage.

### **40. Fire prevention**

Adequate firefighting equipment (extinguishers and blankets) and accompanying signage commensurate with the event fire risk assessment and activities being staged will be required.

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### **41. Consumables**

Supplies of all site consumables such as cable ties, gaffa tape, batteries, PPE as appropriate to the activity being undertaken will be required.



## **42. First Aid / Medical**

Supply of adequate First Aid provision for staff, performers and audience during the event and all build / breakdown periods is to be provided by the Event Production Company. All First Aid provision requires the prior approval of the London Ambulance Service via the LOPSG process.

## **43. Event communications**

A multi-channel radio system will be necessary to permit communications between security staff and other key individuals involved in the organisation of the event. This is to include provision of radios x4 to be made available for use by the GLA.

## **44. Infrastructure and services for the media**

The Event Production Company may be required to provide services for media, such as, but not limited to:

- Media sign in/accreditation point
- Use of sterile areas with a good line of sight to the performance areas for crews
- Distributed mains power. Other cable distribution to be the responsibility of the broadcaster.
- Provision for sound feeds.

## **45. Road Closures / Traffic Management**

This event will subject to a Temporary Traffic Management Order. The TTO should include Pall Mall East (full closure) and Trafalgar Square East Side / Morley's Hill (single lane closure northbound on the east side of Trafalgar Square).

The responsibility for producing the Traffic Plan and implementing it (including all stewarding and necessary infrastructure – cones, signs, barriers etc) is with The Event Production Company, or your appointed traffic management consultant.

In addition The Event Production Company will be responsible for liaison process for any parking bay suspensions, as required within the Traffic Management Plan

## **46. Production response (St Patrick's Day Parade)**

The St Patrick's Day parade in 2014 comprised of 30 floats and about 600 people in walking contingents including 4 marching bands. A similar level of content is expected for the forthcoming contract period.

### **46.1. Parade Management**

- 46.1.1. The Event Production Company shall develop and deliver a specific Event Management Plan (to the same specification as detailed in 7.0) for the Parade in consultation with (and acceptable to) the Metropolitan Police, Transport for London, London Fire Brigade and Westminster City Council as statutory agencies, in addition to the GLA and the St Patrick's Day Parade Committee.

46.1.2. The Event Production Company will appoint a Parade Manager to manage the Parade, including the 'form up' of floats on its behalf.

46.1.3. In conjunction with the above, all floats are jointly signed off by the relevant organisation and the Parade Manager (or appointed Event Safety Officer)

#### 46.2. Traffic Management

46.2.1. The Event Production Company will employ or engage a suitable qualified traffic management consultant to work with the Metropolitan Police, Transport for London and Westminster City Council to design and implement a suitable traffic free route (whilst minimising disruption to other road users).

46.2.2. The Event Production Company should provide advance Warning Notification to all road users (To be up 7-days in advance of the event and removed following the event).

46.2.3. The Event Production Company should provide all temporary signage and barriers to enable the parade to be staged in a traffic free environment. All signage to comply with the relevant sections of the Highway Act.

46.2.4. The Event Production Company should provide route Maps as required to aid in the LOPSG event planning process.

46.2.5. The Event Production Company should provide a detailed traffic management plan and application to statutory agencies to enable the Parade to be staged legally under the relevant sections of the Highways Act.

#### 46.3. Parade Stewarding

46.3.1. The Event Production company should Provide an appropriate level of professional stewarding support as follows:

- All identified road closure points and other traffic management duties as appropriate.
- Mobile stewarding support to walk with the Parade along the route.
- Stewarding support at the parade form up (Piccadilly) and dispersal point (Whitehall Place).

### 47. Health and Safety Management

47.1. Management of event health and safety should be planned and implemented in accordance with the best practice set out in the Health and Safety Executive (HSE) Event Safety Guide (the 'Purple Guide') and other such related guidance as appropriate.

47.2. The Event Production Company is required to ensure that all elements of the event detailed within this specification comply with current health and safety legislation.

47.3. The Event Production Company shall therefore:

- Provide professional verification of the safety of all temporary structures erected on the Event site to Westminster City Council Building Control to allow for a Temporary Structures Licence to be issued.
- Keep the event site in a safe condition and keep working areas of the event site secure against trespassers and members of the public, whilst still maintaining as much public access to Trafalgar Square as possible.
- Ensure the safety of all equipment and staff either directly employed by the Event Production Company or sub-contracted as necessary to provide for the Event.
- Accept responsibility for the safety of all staff, artists and visitors to the event site(s).
- Accept responsibility for the loss of or any damage caused to any equipment in or on the Event site and for any damage caused to the site itself.
- Provide a suitably qualified Event Safety Officer to take responsibility for Health and Safety during build, breakdown and during the event. The nominated Event Safety Officers should have relevant, industry-recognised qualifications such as NEBOSH or ISOH.

47.4. Management of health and safety also includes production of all event documentation to LOPSG. The Event Production Company will be responsible for providing the following within a comprehensive and event specific Event Management Plan.

- Site production schedule.
- Site plan (produced in CAD or similar) with location grid (to A3 size).
- Collation of all contractor drawings, risk assessments, calculations and documentation as required.
- Event specific risk assessment (including a fire risk assessment)
  -
- Stage running order

47.5. Documentation should be provided in an electronic format (either via PDF or a dedicated and secure FTP site) 10 days prior to the LOPSG meetings to allow for dissemination by the LOPSG. Hard copies of the same should also be provided at the LOPSG meetings themselves.

## **48. Audience welfare**

A designated Lost Children system run under Police approved procedures should be put in place, either via your appointed stewarding company or by another supplier as appropriate. This facility should be manned with CRB checked staff.

## **49. Staff / artist welfare**

49.1. The provision of backstage catering and water should be made available to all event staff throughout the duration of the event. A similar provision should be available for artists.

49.2. Any payment of per diems (strictly to Event Production Company contractors/sub-contractors) will be the responsibility of the Event Production Company as appropriate, and should be clearly costed in the response budget.

## **50. Event insurance**

50.1. The Event Production Company shall be required to manage all risks associated with the design, delivery and management of the event, including public safety where infrastructure or content is provided by others. Caterers will have their own independent Public Liability cover.

50.2. The Event Production Company is required to ensure it has the following insurance cover in place:

- Public liability insurance of £10m for each and every occurrence or series of occurrences arising out of any one occurrence.
- Product liability insurance of £5m in aggregate for any one or a series of claims.
- Employers' liability insurance of £5m in aggregate for any one or a series of claims.

50.3. Copies of dated insurance certificates will be required by the GLA and or Westminster City Council prior to the staging of the event.

## **51. Event Security / Crowd Management**

51.1. A single event stewarding company will be appointed by the Event Production Company to provide all event and static security requirements (SIA and non SIA accredited as required) across all event days. This includes, but is not limited to:

- Providing static site security during build and breakdown periods.
- Providing security throughout the event, including ingress and egress to event sites by members of the public.
- Stewarding (with the appropriately qualified staff) for the children's marquee, the sponsors' stalls, catering units, stage, backstage etc as appropriate.
- Managing crowds attending the event, including minimising disruption to other persons not attending the event.
- Provide a response team(s) to deal with untoward incidents.
- Manage the response to incidents such as a lost child or minor public disturbance.
- Managing the initial response to a major public incident such as site evacuation (in conjunction with the emergency services as required).
- Providing a good level of customer care to those attending the event.

51.2. All stewards are required to have a good knowledge of the event and of Central London to assist visitors attending the event. All stewards should be in appropriate high visibility uniforms.

51.3. The Event Production Company in conjunction with the appointed stewarding company shall develop and deliver a Crowd Management Plan for the event in consultation with (and acceptable to) the Metropolitan Police.

## 52. Tender responses

Tender responses should include a detailed cost breakdown, using the pricing schedule provided, covering all of the headings indicated in the specification.

Please ensure that you quote up to date and reliable costs for the provision of infrastructure, as you will be held to them by contractual obligation once the contract has been signed.

Tender responses should include a clear indication of all management fees and expenses, expressed as a monetary sum for this core budget and as a percentage of actual spend should management fees not be fixed and additional budget become available.

Please provide details of suppliers / sub-contractors if known, since quality may impact on price. Please also indicate in the 'additional information' column of the Pricing Schedule any reasons why you have made particular recommendations/choices, or quoted for different sizes/specifications of items to those requested in this ITT (e.g. this size marquee is unusual, therefore more expensive etc).

If appointed, as part of our audit requirements, the GLA retains the right to seek 'evidence of spend', including copy invoices and purchase orders for selected products and services. Therefore please a) keep proof of all relevant expenditure b) ensure that any management fees / administration charges on brought-in goods or event production services are clearly identified and that products or services are not blindly 'marked up'.

The successful tenderer will be contracted directly by the GLA, on a one-off basis only to produce the event.

Tender responses should be returned by **12:00 on Friday November 17th** with contract award expected by **Monday 1<sup>st</sup> December 2014**. Award of contract is subject to final internal GLA approvals.

## 53. Event Core budget

Tender responses should be based on a core budget of 90,000 (excluding VAT). Your response should include a core production. Infrastructure, crowd management and Health and Safety (H&S) breakdown.

In this Invitation to Tender (ITT), please list costs as 'additional' if it is indicated that they depend on extra budget becoming available.

The GLA can make no assurance that any budget additional to the core budget will become available, although it will be sought by offering out sponsorship opportunities, and by fees paid by traders and caterers

The Event Production Company may be required to facilitate the contracting of Programme content, in which case additional budget, over and above the core budget as outlined in above will be made available.

As outlined in the specification, the GLA will deal with Squares' costs and PRS licences separately to this core budget.

## **2. Acceptance Criteria**

*[If the Authority requires any deliverable (whether in isolation or in combination with other deliverables (e.g. as a solution, package, or system)) and/or any Services to be subject to acceptance and/or service validation tests (as applicable), define the acceptance criteria which the Service Provider must ensure]*

## **3. Timetable**

Commencement Date: 16<sup>th</sup> December 2014

End Date: 31<sup>st</sup> March 2015

## **4. The Authority account details**

N/A

## **5. The Authority's Call-Off Co-ordinator**

Name: Jay Gami – Commercial Officer

Address: **REDACTED**

Phone: **REDACTED**

Email: **REDACTED**

## **6. Termination at Will**

The period of notice to be given by the Authority in order to terminate the Call-Off Contract in accordance with Clause 7 of the Call-Off Contract is [ 21 ] days.

## **Attachment 2**

[To be completed by the Service Provider]

### **1. Charges**

As outlined in attachment 3

### **2. Key Personnel**

The Service Provider's Key Personnel (include grades and areas of responsibility):

### **3. Proposed sub-contractors (if any)**

Name and contact details of proposed sub-contractor(s) and details of any proposed sub-contracted work:


### **4. Proposed completion date**



## Attachment 3

### Pricing Submission

<b>Sub Total (excluding VAT)</b>	<b>£102,223.00</b>
<b>*Income from Creative Events</b>	<b>£12,000.00</b>
<b>TOTAL (excluding VAT)</b>	<b>£90,423.00</b>
<b>Not included:</b>	
Artist/Street Entertainment Costs	
Hire of Trafalgar Hilton for ELT	
Dressing of the Square/Additional for Stage	
Marquee unit costs	

<b>Name:</b>	Anne McLellan
<b>Signature</b> 	
<b>Date</b>	17 <sup>th</sup> November 2014

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**Notes to Budget:** REDACTED

## SCHEDULE 6 - FORM FOR VARIATION

Agreement Parties: *[to be inserted]*

Call-Off Contract Number: *[to be inserted]*

Variation Number: *[to be inserted]*

Authority Contact Telephone *[to be inserted]*

Fax *[to be inserted]*

Date: *[to be inserted]*

### AUTHORITY FOR VARIATION TO AGREEMENT (AVC)

Pursuant to Clause 49 of the Agreement, authority is given for the variation to the Services and the Charges as detailed below. The duplicate copy of this form must be signed by or on behalf of the Service Provider and returned to the Call-Off Co-ordinator as an acceptance by the Service Provider of the variation shown below.

DETAILS OF VARIATION	AMOUNT (£)
ALLOWANCE TO THE AUTHORITY	
EXTRA COST TO THE AUTHORITY	
TOTAL	

.....  
For the Authority

ACCEPTANCE BY THE SERVICE PROVIDER	
Date	Signed

## **SCHEDULE 7 - USE OF TRAFALGAR SQUARE**

Includes Trafalgar Square Bye-Laws 2012, Trafalgar Square Licence Conditions and Fabric Protection Guidelines for Trafalgar Square