



Wokingham Town Council

24/11/2022

Wokingham Concert 2023

This event, formerly known as Wokingham International Street Concert, began in 2014 with a vision to expand on local provision for the arts and entertainment. Wokingham Town Council is seeking a suitably experienced partner to deliver this event in full for the community.

Please note: Alcohol is present at this event with a number of pubs, shops and supermarkets selling alcohol in easy walking distance.

Event overview

Location: Elms Field, Wokingham (map attached)

Date: Saturday 3rd June 2023

Timings: Public hours of approx. 4pm (dependant on acts) to fixed finish time of 9pm.

Expected attendance at one time: 5000

Demographic: The audience is expected to be primarily of Wokingham residents. It has been proved that the event draws on a wide range of people of all ages.

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

Budget: £60K

Wokingham Town Council operates with four Key Principles: Service, Distinctiveness, Inclusivity and Sustainability. For this event, the principles of Inclusivity and Sustainability are of particular focus when choosing the provider we work with. Please do consider the four principles when preparing your tender.

Site visits are encouraged.

The Event Organiser

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

Will be responsible for the entire event including:

Health & Safety, Insurances and licences:

- Completing and supplying, in good time to Wokingham Town Council, an acceptable event plan that, as a minimum, clearly demonstrates management/command and staffing structure and how Health and Safety will be managed on site (including any Risk assessments, safe systems of work/method statements etc). You will also need to supply

this to Wokingham Borough Council's Safety Advisory Group and attend any meeting required for this process.

- Sourcing and providing suitable marshals and SIA trained personnel for this event to ensure the safety of all in attendance at any one time. This may include: audience (members of the public), your own staff, all other sub-contracted staff, volunteers, performers and workers from adjoining businesses entering the event area. Please note that it is an open public space at all times.
- Have in place reasonable provision for first aid support. The level of this will be determined by the risks associated with the event.
- Providing evidence of due diligence and checking of relevant qualifications, insurances and understanding when sub-contracting aspects of the event to others.
- Ensuring a reasonable level of insurance cover of the event. Including, having cover of at least **£10 million of Public Liability Insurance and Employers Liability Insurance**. Insurance for equipment is heavily recommended as Wokingham Town Council will take no responsibility for the organiser's or any sub-contractors'/suppliers' equipment.
- Ensure all equipment brought onto site by staff, suppliers, food traders and any sub-contractor is appropriately safety tested and maintained as per HSE recommendations.
- To ensure any and all PRS, PPL and similar licences are in place and paid for this event

To note: Wokingham Town Council maintains a Premises Licence for the area to support this event. The premises licence allows for the sale of alcohol at this event. We will require a designated premises supervisor with their own personal licence to be at the event in order to use our premises licence.

Infrastructure:

Elms Field is a large field of approx. 7000m² of usable space. It is surrounded by housing and shops that overlook the field. The field has access to electrical supplies at three locations (no single power location is enough to run the event) and non-potable water. In addition, there is a large children's play area. (see attached map)

With Wokingham Town Council's focus on sustainability we aim to protect and care for the flora and fauna of the field, in particular not compressing the trees root area. The chosen provider will need to liaise with Wokingham Town Council to ensure their activity and infrastructure supports reasonable protection of the trees. The chosen provider will be required to attend an initial site visit to discuss the fine details of working in this space.

- Identifying and resolving any challenges the space offers to safe access for the public and the logistical and performance needs of the event. Particularly in regards to any restrictions due to the protection of the trees. For example: one year it was not possible for all performers vehicles to be on the field at the same time. A temporary lane closure of an adjoining road, was identified and successfully achieved. Costs and organisation associated with such a similar need would be the provider's responsibility.
- Provision of a suitable stage and the erection and dismantlement of it.
(Please include approximate timings that you would require to ensure the stage is safely erected before sound checks and approximate dismantle time.)

- Provision of appropriate lights and sound equipment for the space. The Council is particularly keen to aim for an excellent quality sound in this outside space and would value details on how this would be achieved.
- Sound and light management on the day. Including set up, sound checks and sound/light desk during the concert.
- Sourcing and provision of a suitable generator(s) and cabling to power the event. Please also consider and state any information on how any required generator supply minimises it's impact to the environment.
- A space or spaces to ensure suitable welfare for staff, contracted external staff and artists. (including power, lights, heat, toileting facilities and food & drink as needed)
- To source and provide adequate welfare facilities for the public. Including serviced toilets and a food court (see below).
- Inviting (and managing) good quality street food traders to attend the event and ensuring a reasonable selection of food choices, including provision for food allergies, intolerances and preferences as well as aiming for a cultural diversity. We would encourage working with local and, if possible, town based restaurants who may be interested in providing street food. We can offer some contacts with known past traders.

Please also consider sustainability with the food traders, in particular aiming to reduce the prevalence of single use plastics.

The chosen organisation will use their best judgement on a reasonable charge for food providers to attend this event.

- To ensure adequate refuse facilities: including bins, rubbish clearance and park cleansing during and at the end of the event. Please note that the children's play area is anticipated to be well used during the event and should be monitored for refuse with the safe use of this active space in mind.

Refuse management should also consider sustainability and how it will support objectives here.

- To include stage screens and live relay camera filming of the event to assist with basic audience visibility. Stage screens have also been used in the past as an opportunity to display important messages, and as appropriate a marketing tool for WTC.
- To include detail on accessibility provision. In particular ensuring accessible toilets, an accessible viewing area and BSL interpreters. Further ideas are welcome to support our inclusivity principle.

Performers:

- To source and present 4 acts of a standard suitable for such an event. The performers in the past have been of a mix of styles including light rock/pop, reggae, jazz, rockabilly and folk.

Other local events present tribute bands and local emerging talent and it is important that this concert stands out as presenting something distinctive and finding a balance between original acts to performers who do excellent covers, that everyone can sing along to.

The performances must be suitable for a family audience and should reflect diversity. Please consider gender balance across the event and acts that add to cultural representation.

- A Master of Ceremonies
- Arranging any travel and overnight accommodation for acts if needed.
- Ensuring a smooth transition between acts and that acts are well supported professionally on the day of the concert.

Marketing and Communications:

- Effective working with partners, suppliers and contractors
- To work with Wokingham Town Council on a final marketing plan based on the allocated marketing proportion of the budget.
- To work with Wokingham Town Council on creating the branding for the event.
- To create and distribute printed publicity materials, including leaflets, adverts, posters and banners. Consideration of most sustainable ways to achieve this are welcome.
- To create a social media assets/campaign to promote the event. This could include the creation of short video resources as well as static image-based resources. Additionally, where possible, support the distribution of these assets/promotion of the event
- To create a record of the event.

Sponsorship:

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

Please ensure to supply the following as part of your tender proposal:

- A preliminary welfare facilities provision plan
- An exemplar risk assessment and safe system of work/method statement on how to ensure safety across the site.
- Evidence of previous experience and references (x2)
- Completed Contractor Health and Safety Questionnaire
- Links to the kind of acts you may wish to bring to the event
- A provisional/example marketing plan.
- Any further information on how your company aligns with Wokingham Town Council's Key principles.

For an informal discussion please contact the Arts and Culture Officer, Gemma Cumming on 0118 974 0889 or artsandculture@wokingham-tc.gov.uk before 15th December 2022.

The tender process will start on 23rd November 2022 and **closes at 12noon on 4th January 2023.**

Tenders will be considered by the Arts & Culture Committee on Monday 16th January 2023 and the successful applicant notified shortly thereafter.

Conditions of Tendering

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