**Clarification queries received and responses given**

1. Please can you confirm the budget amount? It says £40k-£85K on contracts finder, but doesn't specify within the tender documents.

That budget amount is indicative of the anticipated proposal fee range, with £85,000 being the very maximum budget.

1. Do you have a location in mind? For example, will the festival be within a green space/park or within the town centre/multiple venues?

It is not defined, although, due to the scale of the event, the successful tender would need to demonstrate consideration of engagement and impact to greatest benefit of the town and its community. It might be anticipated that the town centre, which has a number of available locations, would be suitable due to accessibility, visibility and parking, whilst the main park in Crewe may have issues associated with access and parking causing concern as well as being less visible. That said, a park-based activity would benefit from its green setting and wider open space. It is for the tenderer to propose their recommended approach within their submission and delivery model.

1. Just to confirm, will the Crewe Town Council Communications Officer lead on marketing and the successful applicant will support them, or will it be the other way round?

Crewe Town Council will lead on communications and will be supported by the successful delivery partner.

1. Would like to inquire if the application process allows for partnerships between companies.

Partnerships are allowed. It would be for the tendering representatives to define at the point of tender submission the arrangement, whether formal incorporated partnership or a lead contractor arrangement, or some other form. This should be entirely clarified within the tender submission.

1. The Tender places high importance on the Appointed party identifying and securing external funding to support the initial event and the event future thereafter. What are CTC's expectations on what that looks like financially? One would need to understand that expectation/level of ambition. Also, what commercial benefit/return would the Supplier derive from securing such funding?

The hope is that the proposals will have social, cultural and/or economic value that would be able to attract grant income. The onward delivery would be defined by the applicant, thereby clarifying the delivery mechanism. The commercial benefit can be defined initially as the fee proposal for the project, which might indicate the cost of securing/submitting applications for future grant funding, and any potential onward delivery beyond the initial contract might define the sustainable delivery pathway and parameters.

1. What is the thought process on where the event would be held in relation to the Town? i.e. is there a preferred location or earmarked? And if so, what are the implications and costs implied in this choice of location and what provision would CTC have to support mitigate such costs? e.g. road closures, policing etc.

The answer to the initial part of this question is shown in answer 1 on the supplementary questions on the tender invitation on Contracts Finder, such that:

*“[it] is not defined, although, due to the scale of the event, the successful tender would need to demonstrate consideration of engagement and impact to greatest benefit of the town and its community. It might be anticipated that the town centre, which has a number of available locations, would be suitable due to accessibility, visibility and parking, whilst the main park in Crewe may have issues associated with access and parking causing concern as well as being less visible. That said, a park-based activity would benefit from its green setting and wider open space. It is for the tenderer to propose their recommended approach within their submission and delivery model.”*

In relation to costs associated to locations, it is for the tendering organisation to be capable of delivering an event of scale with consideration of all aspects of safe delivery of a large scale public event and/or festival. In terms of road closures, the application for road closures can be supported by the council, but it will require the appointed organisation providing all the requisite information in advance to fulfil the road closure notice. The tendering organisation will be responsible for all the costs of delivery of the event/festival, including traffic management. It is also our understanding that the local policing unit does not provide event-specific policing services, but must be kept engaged and aware of the event and its anticipated reach so that they are able to consider their policing levels locally. The event organiser would need to ensure that the marshalling and security of the event is in place with commercial providers up to the appropriate level and standard for the event.

1. The 40k-85k budget, is this for event management time and delivery only or does it need include project costs, i.e. artist/performer fees, infrastructure hire (generators, stage, marquee, AV)?

The budget is for the entire cost of delivery, including provision of artists/performers/attractions and infrastructure for safe and professional delivery.

1. If this is for project costs, is there any other anticipated match funding identified at this stage? Or are you anticipating the deliverer will apply for any further match for the event in July?

If the appointed organisation is able to identify and secure external funding this will be seen as added value and potentially look towards the delivery and development of the event(s) in subsequent years.

Complete: As at 9/10/2024