

## Schedule 5 - Call-Off Contract Template

**Framework Number: TFL 90699**

**Call-Off Contract Number: GLA TASK 23: Busk in London 2015**

**THIS CALL-OFF CONTRACT** is made the 28<sup>th</sup> day of May 2015

### **BETWEEN:**

- (1) Transport for London (“**the Authority**”); and
- (2) Bliss Events Management Ltd a company registered in England and Wales (Company Registration Number 6071666) whose registered office is at 21 George St, Bedford MK40 0LU (“**the Service Provider**”).

### **RECITALS:**

- A. The Authority and the Service Provider have entered into an agreement dated 28<sup>th</sup> May 2015 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 the Proposal (located in Attachment 1 to this document).

- 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 Proposal.
- 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 Proposal and subject to Clause 3.2 of the Agreement, shall continue in force for the Call-Off Term stated in Proposal unless terminated earlier in whole or in part in accordance with the Agreement.

### **4. CHARGES**

The Budget (Located in Attachment 2 to this document) 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 Proposal and the Service Provider's Key Personnel in respect of this Call-Off Contract are named in the Proposal.

### **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 the Proposal.

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

**SIGNED**

For and on behalf of the [*Authority*]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**SIGNED**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## **Appendix 1: Technical Specification**

### **1.1.1 BUSK IN LONDON FESTIVAL**

#### **TfL 90699 Events Framework Task 23**

#### **Lot 3 Small to Medium Event Production**

1.1.2

**1.1.3 Suppliers are invited to respond to the specification with production, event management, creative and budgetary responses, as appropriate to the event described.**

1.1.4

#### **BUSK IN LONDON FESTIVAL**

#### **1.0 Scope of Works**

- 1.1** The Culture Team, part of the Greater London Authority (GLA), are seeking an Event Producer to prepare a production and event management response to the brief for staging Busk in London Festival Day, scheduled to take place on Trafalgar Square between the hours of 12.00hrs – 18.30hrs on Saturday 18 July 2015. The event is one of a series of free public community events presented by the Mayor of London.
- 1.2** The event will be based 4 to 5 performance areas/pitches on the Square. The purpose of the event is to showcase top international and UK street performance talent, celebrate National Busking Day and mark the start of the live performance period of Gigs, the Mayor's annual busking competition for young Londoners. The multi-genre event will appeal to a family audience of Londoners and visitors alike. The event content will be curated and programmed by the Busk in London team.
- 1.3** The Event Producer is required to provide production services, infrastructure and technical facilities to stage this event.
- 1.4** In addition, the Event Producer is also asked to cost a small satellite event in Leicester Square Gardens running on the same day and time.
- 1.5** The event will include a small number of sponsor marquees/stalls for business organisations to be located on the lower terrace. It is likely that a small number of food concessions will also be sited on the lower terrace of the Square.
- 1.6** The event is expected to attract 10,000 – 15,000 people throughout the day, with peak crowds of around 3,000 on the Square at any one time. The demographic for the event will include families and people of all ages, and visitors. The event will not include licensed bars, although alcohol will be on sale for restricted consumption in the Trafalgar Square café.
- 1.7** Trafalgar Square will be available if required to the Event Producer at 20:00hrs on the day prior to the event for all event related production build and cleared by no later than 23:59hrs on the day of the event for all production breakdown and get out.
- 1.8** 24 hour working is usually encouraged due to the nature of Trafalgar Square. Closure of the Square between 2200hrs and 0700hrs daily can be facilitated during key build /breakdown periods. Public access across the Square must be maintained at all other times.
- 1.9** Given the localised impact of the event, all neighbour communications will be managed internally by the GLA in respect of buildings surrounding Trafalgar Square.

- 1.10** A budget in the range of £20k-£25k (exclusive of Value Added Tax) is available. There is an additional budget of up to £5,000 (exclusive of Value Added Tax) to cover the provisional costs of the Leicester Square satellite event

## **2.0 The Requirement**

### **2.1 The role of the GLA**

- 2.1.1** The GLA will provide a nominated Project Officer who will be the primary point of contact within the GLA for all matters connected with the event.
- 2.1.2** The Event Producer shall consult the GLA with regard to all major decisions (for example on budget, disability access, infrastructure provision, concessions including food and stalls, and any other decision that might impact upon the delivery of the Event).
- 2.1.3** The nominated Project Officer will reserve the right to make a formal objection to any element of the Event which, in the view of the GLA, is contrary to the intended message of the Event, or contradictory to the aims of the Mayor relating to the Event.
- 2.1.4** The GLA will meet all Trafalgar Square venue costs, subject to agreement between the Event Producer, Events for London and Squares Management, covering an on-call engineer for fountains and access to mains power and additional toilet opening hours within reason.

### **2.2 Event Stakeholders**

- 2.2.1** This event is staged with the support of the following statutory agencies:
- Westminster City Council Special Events
  - Westminster City Council Environmental Health
  - Metropolitan Police Service (MPS)
  - London Fire and Emergency Planning Authority (LFEPA)
  - London Ambulance Service NHS Trust
  - Transport for London (TfL)
- 2.2.2** The Licensing, Operational, Planning and Safety Group (LOPSG) will meet to review the planning of the event. The Event Producer and their Event Safety Officer and Stewarding contractor must therefore budget to attend a minimum of two of these meetings to be held at City Hall. In addition the appointed Event Producer should budget to attend a minimum of three planning / site meetings as required during the planning process.

### **2.3 Multi Agency Liaison**

- 2.3.1** The GLA will support the Event Producer in relation to on-going dialogue with Westminster City Council, the (MPS), (LFEPA), TfL and other statutory agencies as appropriate as a part of the LOPSG process.
- 2.3.2** This is subject to the Event Producer meeting such requirements as these bodies may request, and to their agreed deadlines, and whilst noting the GLA's legal requirement under the 2003 Licensing Act as the Premises Licence holder for Trafalgar Square, and ensure compliance of the Licence conditions for Trafalgar Square.

- 2.3.3** The GLA, as the Premises Licence holder for Trafalgar Square, will have a presence on Trafalgar Square on the day, along with representatives of other statutory agencies, who will take part in the agreed site sign off process, prior to commencement of the event.

## **2.4 Licences and permissions**

- 2.4.1** This event will be staged under the Trafalgar Square Premises Licence. This licence is managed by the Events for London / Squares Management Team at the GLA.
- 2.4.2** Areas surrounding Trafalgar Square, notably the North Terrace are owned by Westminster City Council. The Event Producer 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.
- 2.4.3** The Event Producer will be responsible for obtaining all other necessary permissions and licenses regarding the event and must provide the GLA with copies. This must include a Performing Rights Society (PRS) licence for the event. The Event Producer must ensure that all such licenses and permissions are fully complied with.

## **2.5 Plant and vehicles**

- 2.5.1** The Event Producer or their appointed infrastructure contractor/s will be responsible for all plant requirements (e.g. fork lift) as appropriate.
- 2.5.2** All contractors should be made aware (including the on-site Production Manager) that there is no parking provided on show or build days.

## **2.6 Event Security / Crowd Management**

- 2.6.1** The Event Producer will appoint a single event stewarding contractor to provide all event and static security requirements, Security Industry Authority (SIA) and non SIA accredited as required, across all event days.
- 2.6.2** 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 the event site by members of the public.
  - Provide a good level of customer care to those attending the event.
  - 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).
- 2.6.3** 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.

**2.6.4** The Event Producer in conjunction with the appointed stewarding contractor must develop and deliver a Crowd Management Plan for the events in consultation with (and acceptable to) the MPS.

**2.6.5** The Event Producer must provide the following stewarding and security personnel for the event:

**Friday (dependent on build requirements):**

1 x Supervisor 20:00hrs – 08:00hrs

5 x SIA Security 20:00hrs – 08:00hrs

**Saturday (number are TBC pending final event requirements) :**

1 Day Supervisor 08:00hrs – 23:59hrs

5 x SIA Security 08:00hrs – 11:30hrs

3 Day Supervisors 11:30hrs - 18:30hrs

36 x Stewards 11:30hrs - 18:30hrs

16 x SIA Security 11:30hrs - 18:30hrs

8 x SIA Security 18:00 – 23:59hrs

NB a small number of security/stewarding personnel will be required for the Leicester Square satellite event.

## **2.7 Health & Safety Management**

**2.7.1** 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.

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

**2.7.3** The Event Producer shall therefore:

- Comply with all relevant Health and Safety legislation and guidance.
- 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 PRODUCER 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. Nominated Event Safety Officers should have relevant, industry-recognised qualifications such as National Examination Board in

Occupational Safety and Health (NEBOSH) or Institution of Occupational Safety and Health (IOSH).

- 2.7.4** Management of health and safety also includes production of all event documentation to LOPSG. This shall include, but shall not be limited to, production of site-specific event risk assessments, collation of method statements and completion certificates suitable for the activity being staged.

## **2.8 Fire prevention**

- 2.8.1** The Event Producer will be responsible for supplying adequate fire fighting equipment and accompanying signage commensurate with the event fire risk assessment and activities being staged.

## **2.9 FIRST AID / MEDICAL**

- 2.9.1** The Event Producer will be responsible for supplying adequate First Aid provision for staff, performers and audience during the event and all build / breakdown periods. All First Aid provision requires the prior written approval of the London Ambulance Service.

## **2.10 Event Management Plan**

- 2.10.1** The appointed Event Producer will be responsible for providing the following (without limitation) within a comprehensive and event specific Event Management Plan.

- Site production schedule.
- Site plan/s (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)

- 2.10.2** Documentation should be provided in an electronic (either via PDF or dedicated and secure FTP site) and hard copy format prior to the monthly LOPSG meetings to allow for circulation to the LOPSG.

## **2.11 Audience and staff welfare**

- 2.11.1** A designated Lost Children Point operating under Police approved procedures should be run either via your appointed stewarding contractor or by another contractor as appropriate. This facility should be well signed with Criminal Records Bureau checked staff.

- 2.11.2** No artist catering is required for this event. There are no per diems payable.

- 2.11.3** A supply of tea and coffee and drinking water should be made available for staff and performers throughout the event.

## **2.12 EVENT COMMUNICATIONS**

- 2.12.1** The Event Producer must provide a multi-channel radio system to permit communications between security staff and other key individuals involved in



the organisation of the event as appropriate. This must include provision of a number radios (x5), that shall be made available for use by the GLA.

## **2.13 Event accreditation**

**2.13.1** Event accreditation is to be provided in the form of wrist bands or passes with lanyards. There must be no more than 6 categories of passes provided, differentiated by colour and / or text. Pass sheets must be provided for security use.

## **2.14 Site Management / Crew**

**2.14.1** The Event Producer will be responsible for the management of the site, during all build / breakdown and show times in association with Events for London / Squares Management (Venue and Licence Management). This will include on-site management of services provided by others, including stalls, catering and exhibition areas.

**2.14.2** The Event Producer must provide a team of experienced site crew to work under the supervision of the Production Manager as required.

## **2.15 Stage Management**

**2.15.1** A Stage Manager is required to work in conjunction with the producers to set up / load out and artist changeovers and to assist with individual artist requirements (including backline) and the development of a running order (in conjunction with the organisers/producers).

## **2.16 Barriers and fencing**

**2.16.1** Barriers and fencing must be used around the site, for safety, security and access control.

**2.16.2** Braced Heras fencing (or similar) is required to create a secure backstage area surrounding the column and the production area. Scrim dressing will be provided by the venue.

**2.16.3** Mojo barriers are required to the front of the stage, surrounding the 'D' ring and across the top of the central staircase to prevent potential crowd collapse down the stairs and to create a viewing area for disabled people / wheelchair users.

**2.16.4** Lightweight 2.5m pedestrian barriers, where there is no expected crowd pressure, is required around the site, and to include the following positions:

- Around Front of House (FOH) mix position.
- to provide security to the rear of stalls and marquees across the North Terrace and to delineate unimpeded access to the National Gallery.
- to delineate ingress/egress flow access to marquees and entrance/exit points where required.

**2.16.5** A supply of barriers should be maintained should it be necessary to control entrance / exit points on each of the four corners, e.g. in the event of capacity crowds.

## **2.17 Power distribution and cable management**

**2.17.1** House power must be used where possible (at nil cost), plus diesel generators (including all fuel) as required, depending on power requirements. Please note that petrol generators are not permitted. A venue Utilities Plan is

attached, Appendix 1. For the purposes of this exercise the supplier should assess their power requirement for the event, based on the infrastructure and services to be supplied. If additional temporary generator power is considered necessary this should be clearly detailed in the Tender Response.

- 2.17.2** Power distribution may be required on the lower terrace for catering contractors.
- 2.17.3** All cable distribution must be suitably protected, including cable ramp provision across the main audience areas between stage and FOH. Cable must be suitable for use in the open air to IP67 standard and RCD/MCB protected.
- 2.17.4** The Event Producer must ensure that a qualified Site Electrician is present throughout the event(s) and must provide an Electrical Safety Certificate in respect of all temporary electrical installations required for the event prior to its commencement.
- 2.17.5** THE GLA ENCOURAGES THE USE OF ENVIRONMENTALLY SUSTAINABLE EVENT INFRASTRUCTURE. THEREFORE PLEASE CONSIDER THE OPTION OF USING BIO DIESEL GENERATORS OR SIMILAR FOR THIS EVENT.

## **2.18 Main stage**

- 2.18.1** Busk in London is able to provide an airstream caravan that opens up to provide stage accommodation. This will be positioned within the 'D ring'. A full tech spec of the stage will be provided by the GLA. The stage may require sound provision/power – these details will be provided in the above tech spec but in the first instance the Event Producer should budget for low level PA. The Event Producer should also cost for the provision of backline. Sound and backline provision options are open to discussion dependent on cost. The stage will host both music and speech presentation but levels need to be low as there are up to four other locations around the Square using battery powered amps and sound bleed may be an issue.
- 2.18.2** Space for a monitor engineer will be required and rigging points for lighting is desirable but need to be scalable
- 2.18.3** In addition to the mobile stage, there will need to be a performance area immediately in front of the stage for non-music acts. Music on stage and non-music performance on the floor of the Square will alternate
- 2.18.4** The stage programme for the event will likely include several band changeovers, vocal to playback and dance performances and speeches
- 2.18.5** The staging cost should incorporate rigging costs to install and de-rig stage branding.

## **2.19 Leicester Square Stage**

This will be confirmed but should include provision and installation of a steel deck stage (max 5m x 5 m), a truss frame backdrop to carry branding, stand lighting for the stage, a stage tech, power. No backline will be required at this point.

## 1.2

### 2.20 FOH mix

- 2.20.1** The structure on the North Terrace balustrade, must offer single tier covered areas for control of sound / light on the stage. TBC dependent on requirements

### 2.21 Sound

- 2.21.1** A flown (or stacked), line array sound system suitably designed specifically for use for live music and playback should be used, noting surrounding noise sensitive premises and current licence conditions.
- 2.21.2** Your Tender Response should include mix positions, monitor speakers, playback, range of microphones (cable, radio and lapel as required), DI's and other equipment, plus on stage technician(s). Please therefore provide a quote for a backline (same or equivalent make) as detailed below

#### **Backline**

- 1 YAMAHA P250 DIGITAL PIANO
- 1 PEAVEY KB300 (3 CH) 300W KEYBOARD COMBO
- 1 FENDER TWIN REVERB 100W@8Ω 2X 12" COMBO
- 1 TRACE ELLIOT 1210 (4 X 10") 300W BASS COMBO
- 1 YAMAHA 9000 5 PIECE DRUM KIT (AS SPECIFIED BELOW)
- 1 PROTECTION RACKET DRUM CARPET
- 1 KEYBOARD STAND (SINGLE TIER)

#### **KIT**

- YAMAHA MAPLE CUSTOM 22"X16 BASS DRUM
- 1 YAMAHA MAPLE CUSTOM 10"X10 TOM
- 1 YAMAHA MAPLE CUSTOM 12"X10 TOM
- 1 YAMAHA MAPLE CUSTOM 16"X16 FLOOR TOM
- 1 YAMAHA 14"X5 MAPLE CUSTOM WOOD SNARE
- 1 SET OF ZILDJIAN CYMBALS
- 1 DRUM HARDWARE AS SPECIFIED
- 1 DRUM STOOL

- 2.21.3** The GLA have commissioned a report from Capita Symonds regarding managing sound at events, Appendix 2. This report should be consulted prior to the selection of an audio supplier / specification.
- 2.21.4** A microphone should be provided at all times at the FOH position for emergency announcements.

### 2.22 Lighting

- 2.22.1** Dependent on final scale of event and tech spec of mobile stage, a small lighting rig around the stage maybe required and should comprise of static and moving lights. Lighting should be designed to work with daylight, so should incorporate LED/daylight effects as appropriate, and white light to enhance stage-based performers.

**2.22.2** In order to facilitate 24-hour working, portable tower lights must be provided as required to comply with night-time safe working.

## **2.23 TOILETS**

**2.23.1** The Trafalgar Square house toilets will be used for public use at this event (staffing and cleansing will be provided by venue).

**2.23.2** The provision of 1 + 1 backstage toilet units will be required for performer / crew use with servicing as required.

## **2.24 BACKSTAGE PRODUCTION AREA**

**2.24.1** Temporary accommodation, e.g. cabin or marquee, is required as appropriate for a Production Office / Security control.

## **2.25 Dressing room marquee**

**2.25.1** A 12m x 6m marquee (or similar) must be positioned within the secure area. This must include dividers creating male and female changing areas. Hanging rails and mirrors are required for both dressing rooms and an artist entrance to the barriered area should be facilitated.

## **2.26 Lost Children/ Media sign in**

**2.26.1** A 3m x 3m pop up style marquee is required for Welfare/ Lost Children provision.

**2.26.2** A 3m x 3m pop up style marquee is required for Media sign into be positioned on the south west side corner of the Lower Terrace, outside of the secure area. Please note it is likely that broadcast media will require access to ISDN points on the Square and/or parking for small mobile sat truck

## **2.27 Sponsors marquees**

**2.27.1** X2 5m x 5m marquees max (e.g. 'Eastern Hat' style) must be supplied for installation on the lower terrace. Power supply will be required to these units.

**2.27.2** All marquee structures should be of good quality with suitable ballast weights, placed on a protective surface. All front of house ballasts must be adequately dressed. All structures must comply with fire certification requirements.

## **2.28 Catering**

**2.28.1** X8 (max) mobile catering units is required on the lower terrace. These are to be sourced by the GLA/Event Producer. The Event Producer may be required to provide power and management services as required to ensure their safe operation if the catering concessions selected are not self-sufficient.

## **2.29 FURNITURE**

**2.29.1** Trestle tables (heavy weight loading), folding chairs, hanging rails and mirrors as appropriate for backstage and dressing room use are required. Trestle tables and folding chairs tables will be used within sponsor marquees. X4 Chairs must be provided for each marquee.

## **2.30 SITE SIGNAGE AND DRESSING**

**2.30.1** The Events Producer will be responsible for the production of wind permeable stage scrims (depending on stage model used) and branded stage backcloth. The design will be provided by the GLA.

**2.30.2** The Event Producer will be responsible for all Health and Safety and event signage as appropriate to the activity being undertaken.

## **2.31 Consumables**

**2.31.1** The Event Producer must provide supplies of all site consumables as appropriate to activity being undertaken.

1.3

## **2.32 Waste Management**

**2.32.1** The Event Producer will work with Westminster City Council and the GLA's Waste Management contractor, Veolia, via the GLA's Squares Management Team to produce, implement and manage a waste management plan for the event. Services will include post event litter picking, trade waste and provision of recycling facilities.

**2.32.2** As a part of the Waste Management Plan for the event, the Event Producer may propose and supply additional litter picking services across all sites during event hours if required. All trade waste (within reason) and post event cleansing will be provided by Veolia and paid for directly by the GLA, via our existing waste management contracts.

## **2.33 Equalities & Diversity**

**2.33.1** The Event Producer must provide an outline Equalities and Diversity plan for the event, setting out its approach and key actions. This should aim to include the actions the Event Producer will take to ensure that equalities and diversity are fully taken into account, in procuring and providing services, planning and delivering the event, and in ensuring that the event is accessible to the widest number of people, including people with disabilities, e.g. visually impaired, hearing impaired, people with mobility issues and wheelchair users.

## **2.34 Sustainability**

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

**2.34.2** 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

**2.34.3** The Event Producer must provide an outline Sustainability Management Plan, identifying key sustainability issues and actions they might take in delivering this event. This should take account of the specific location of Trafalgar Square, and cover issues such as care of the environment, waste, water, energy, noise and pollution.

## **2.35 Value for Money**

**2.35.1** Tender responses should aim to offer the possible best value for money which includes managing resources and people, and how you manage your material supply to obtain the best value, including how you own contracts are managed.

## **2.38 Event insurance**

The Event Producer 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.

**2.38.1** The Event Producer is required to ensure it has the following insurance cover in place.

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

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

**Attachment 1**

**Supplier Proposal**

**Tender Proposal  
Busk in London Festival  
Saturday 18<sup>th</sup> July 2015  
Trafalgar Square  
Contract Reference GLA 90699**

---

## Contents:

|   |         |
|---|---------|
| 1. Understanding of Requirements – Aims of the Event<br>and proposed approach to delivering the event | Page 3  |
| 2. Understanding of Requirements –<br>Proposal for Equalities & Diversity and Sustainability          | Page 7  |
| 3. Delivery Proposal – Production Response  | Page 13 |
| 4. Delivery proposal – Event Management response  | Page 19 |
| 5. Delivery proposal – Creative Response  | Page 23 |
| 6. Value for Money  | Page 24 |
| 7. Pricing Schedule   | Page 25 |



---

## **1. UNDERSTANDING OF REQUIREMENTS – DEMONSTRATE AN UNDERSTANDING OF THE AIMS OF THE EVENT, INCLUDING YOUR PROPOSED APPROACH TO DELIVERING THE EVENT:**

The key objective for the event is to showcase high quality busking talent in London and to promote new and existing busking locations available to street performers. Busking has been part of London life for centuries but there is no city- wide system to support busking. Consequently, the Mayor has launched Busk in London, a busking task force bringing local authorities, private landowners, the met police, performers and other music industry bodies together to agree a city wide plan and London's first busking code of conduct.

This new initiative aims to bring more high quality street performance on to London's streets in order to make London the world's most busker-friendly city.

This is in line with the Mayor's policy to support measures to enhance London's tourism and cultural economy.

To celebrate National Busking Day, a Busk in London Festival will be held on Saturday 18<sup>th</sup> July in Trafalgar Square. The event will start at 12 noon and end at 18.30hrs. The event is one of a series of free public community events presented by the Mayor of London and is expected to attract between 10,000 and 15,000 people throughout the day with peak crowds of around 3,000 on the square at any one time.

The event will have 4 to 5 performance areas/pitches on the square. In addition there will be a small number of sponsor marquees/stalls for business organisations and a small number of food concessions located on the east and west sides of the square. The north terrace will not be used.

In addition there may also be a small satellite event in Leicester Square Gardens running on the same day and time.

Overall, the key aim of the event is to develop a world-class event in line with the Mayor's Cultural Strategy and to promote London as a leading city, encouraging tourism and economic and business development. It is also to make all events inclusive – to educate and intergrate all Londoners and visitors and showcase London's cultural offering nationally and globally.

---

In delivering any event Bliss Events' key policy is to follow the available national guidance where appropriate and to have on site such people as are required to make and implement decisions on a rolling basis. In producing and delivering this event, guidance will be drawn from various 'official' documents including:

- Event Safety Guide
- Managing Crowds Safely
- Temporary Demountable Structures
- Dealing with Disaster

Bliss Events has an outstanding record and experience of managing more than 40 events in Trafalgar Square since 2005. This has involved delivering and co-ordinating the infrastructure and event services as required, and liaising and working with the GLA, stakeholders and Westminster City Council.

If awarded the tender, Anne McLellan from Bliss Events will once again lead on the event production management and will co-ordinate all aspects of site management and production and will liaise closely with the GLA, WCC and other stake holders in the run up to the event.

#### **Security/Stewarding**

If awarded the contract we will employ SFM as the security company for the event. SFM has extensive knowledge and experience of working in Trafalgar Square on GLA events and has provided stewarding and security for many of the events.

#### **Site Safety Management**

If necessary, a site safety manager will be appointed to oversee the safety of the event.

#### **Medical Cover**

Medical Cover will be provided by First Aid Cover.

#### **Site Management & Crew**

An experienced site manager and a team of professional site crew and staff will be on site for the build, show and break down of the event. The team we normally use have worked on events in Trafalgar Square for many years so know what is required of them and the level of professionalism required for such an iconic site. They are also aware and have been briefed of the need to protect the fabric of the square.

#### **Stage Management & Crew**

We will employ a professional stage manager for the event who will contact all the artists ahead of the event to discuss their technical requirements and assist with the planning of the stage programme.

For all our events we use some of the best production suppliers in the UK, judging them on the true concepts of 'Best Value'. This strategy provides the best equipment and services at fair rates and ensures full compliance with all legal requirements. It also ensures that because of their experience working in Trafalgar Square, each event not only runs smoothly and efficiently but is always achieved within budget. (please see list of suppliers on page 5).

---

In delivering all events we believe our main areas of expertise are:

- Dealing with all aspects of event planning, including artistic programming, site design, layout and management.
- Having the skills and experience to deal with different stakeholders who may have divergent views on the required outcome of any particular event.
- In depth knowledge of the regulatory framework affecting every event.
- Exceptional awareness of the diverse requirements of sponsors and brand managers and understanding how these can be at odds with other stakeholders.
- Working within budgets large or small. We maintain excellent working relationships with some of the best production and site contractors in the UK, leading to a better delivery for any given budget.

## **EVENT PLANNING**

- We will visit the site prior to the event and identify a site layout which will be based on our previous experience and knowledge of managing many other events in Trafalgar Square. We will pay particular attention to the location of site infrastructure with regards to access, sight lines and the protection of the fabric of the square.
- We will attend meetings with the client as required and produce and update the Event Management Plan and the Site Plan (with revisions) in the run up to the event. We will also attend all LOPSG meetings as and if required.
- We will identify all infrastructure requirements and contractors for the event. Where possible (and within budget) we will use contractors who have worked on previous events in Trafalgar Square and are therefore familiar (and compliant) with the rules and regulations of working there.
- We will identify welfare and medical cover for the event, based on our previous knowledge and experience of managing similar events and also ensure that the event is as accessible and inclusive as possible.
- We will liaise with Westminster City Council Licensing and Environmental Health Departments to ensure that all necessary licenses are applied for and adhered to. We will also contact Building Control with details of all infrastructure being used for the event.
- We will inform Square's Management about all activity associated with the event and ensure they are kept up to date with production schedules and all vehicle movements on the square during the build and break down of the event.
- We will liaise with the Emergency Services and also identify (and agree with London Ambulance) the medical provision for the event.

- 
- We will contract SFM Security to advise on the security and staffing numbers necessary to ensure the crowd management of the event is carried out safely. SFM will base their staff numbers not only on a risk assessment but on their previous and invaluable experience of other similar events in Trafalgar Square. They will produce a stewarding plan.
  - We will prepare and complete all necessary production documentation for inclusion in the Event Management Plan including an Event and Fire Risk Assessment.
  - Contractors for the event will be hired on the basis of competency as well as quality and value for money. For all our events we use some of the best production suppliers in the UK, judging them on the true concepts of 'Best Value'. This strategy provides the best equipment and services at fair rates and ensures full compliance with all legal requirements. It also ensures that because of their experience working in Trafalgar Square, each event not only runs smoothly and efficiently but is always achieved within budget. All contractors will be required to sign our site safety document which details rules, regulations and guidelines for being on Trafalgar Square.
  - We will contract event staff as necessary to ensure the smooth and professional running of the event. All staff will be competent and trained for the level of management they are expected to deliver. Where possible we will use staff already familiar with the event.
  - We will prepare an event production schedule so all agencies are aware of all activities taking place during the load in, show and load out for the event. Square's management will be consulted regarding protection for the fabric of the square.
  - We will appoint a stage manager and crew for the event and liaise with all artists regarding their technical requirements and backline.
  - We will liaise with the GLA Events for London Team and Square's Management to produce a waste management plan for the event.

## **WE WILL EMPLOY THE FOLLOWING CONTRACTORS FOR THE EVENT:**

PA/Lights/Power – Ethix Management Barriers &  
Fencing – Star Events Ltd. Marquees – Casablanca  
Toilets – Simply Loos Cabins –  
Wernick Hire  
Security & Stewarding – SFM Medical  
Cover – First Aid Cover

---

## **2.DESCRIBE HOW YOU PROPOSE TO PLAN FOR EQUALITIES & DIVERSITY & SUSTAINABILITY FOR THE EVENT:**

In carrying out our aspiration to manage sustainable events, we always have regard to promote equality of opportunity for all persons irrespective of their race, sex, disability, age, sexual orientation or religion. We also strive to eliminate unlawful discrimination.

Bliss Events regularly manages multi-cultural events and are therefore aware of all the cultural sensitivities of each diverse community group including dietary, sexual orientation, religion, disability, race and age. Examples of events we have managed covering these sensitivities include:

- Vaisakhi – Sikh Festival
- Chanukah – Jewish religious festival of light
- Soho Live – Lesbian, Gay, Bisexual and Transgender Festival
- Eid – Muslim Religious Holiday
- Africa Day – a celebration of African culture and heritage
- Diwali – Hindu Festival of Light
- Veteran's Day and Armed Forces Day
- St Patrick's Day – Celebration of Irish Culture
- Feast of St George – Celebration of English Culture

We also value and seek to exceed our responsibilities set out in the following legislation:

- Greater London Authority Act 1999
- Equal Pay Act 1970
- Sex Discrimination Act 1975 (including the Gender [Reassignment] Regulations 1999)
- Race Relations Act 1976 and Race Relations Amendment Act 2000
- Disability Discrimination Act 1995
- Human Rights Act 1998
- EC's Equal Treatment Directive
- EC Equalities Directives

We regularly monitor and assess our progress made to promote equality and diversity within the equality target groups.

---

## **ACCESS**

Access for everyone is an important issue for every event. For events in Trafalgar Square we take measures to include the following:

- Provide a wheelchair user space so that users can enjoy the stage performance in a safe environment. We will also supply chairs in this area for any elderly/frail people.
- Produce colour coded signage for the different areas (budget allowing) as well as good directional signage
- Production event staff and stewards wear hi visibility vests
- Provide an Information Point
- Use highly visible, wheelchair accessible cable ramp across any audience areas
- Use experienced stewards to provide dedicated routes for people requiring access to the wheelchair user's area at the front of the stage
- Trip hazards are identified and dealt with
- Allow space between stalls for wheelchairs
- Check that the accessible toilets and lift in the square are working
- Provide performance timings on notices in the square
- Discuss access improvements with Events for London including the use of a sign language interpreter if budget allows

Bliss Events always uses non-discriminatory freelance staff and contractors. We also believe that informed and well trained stewards are a crucial part of providing services to individuals with specific access requirements. We will therefore employ SFM as the company to deliver the security and stewards for the event.

SFM take training and responsibility seriously to ensure their staff has extra training to give them the aids and knowledge they would need. This training covers the Disability Discrimination Act and Equal Opportunities Act.

SFM also ensure that all their personnel have additional training in assisting people with access requirements, partially sighted and impaired hearing among other disabilities. SFM are also as inclusive as possible when recruiting and ensure a reasonable adjustment is made where appropriate.

SFM have provided security and stewarding to the Liberty event since 2007

---

## **EQUAL OPPORTUNITIES**

Bliss Events recognises that discrimination is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce.

We therefore ensure that no employee or job applicant receives less favourable facilities of treatment on grounds of sex, marital status, disability, race, colour, nationality, ethnic origin, religion, dependents or age or are placed at a disadvantage by imposed conditions or requirements which cannot be shown to be justified.

Present numbers of staff and applicants for appointments or promotion are always assessed on the basis of their suitability, capability and qualifications.

In addition, we take full account of any Codes of Practice issued by the Commission for Racial Equality, the Equal Opportunities Commission and the Department of Employment, and guidance from the Department of Health and other statutory bodies.

Bliss Events ensures that all staff are aware of their Equal Opportunities Policy and the arrangement and reasons for the policy. We also ensure that grievances concerning discrimination are dealt with properly, fairly and as quickly as possible and that proper records are maintained.

## **RESPONSIBILITY OF STAFF**

Whilst the responsibility for ensuring that there is no unlawful discrimination rests with Bliss Management, the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff are expected to:

- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups on the grounds specified in the policy statement;
- inform their manager if they become aware of any discriminatory practice.

---

## **SUSTAINABILITY**

Bliss Events understands that its operations can impact both positively and negatively towards environmental, social and economic issues. We therefore aspire to a strict sustainability policy in all aspects of event management and routinely attempt to incorporate practical measures such as those listed below.

Clients and suppliers are actively encouraged to take similar measures.

### **EVENT SITES**

- Choose infrastructure suppliers who supply equipment that is designed for repetitive use and has negligible requirements for post event disposal.
- Organise the event using environmentally friendly ways of communication (email, website and telephone).
- Inform attendees of public transport routes
- Recycle aluminium cans, glass and plastic bottles
- Cut down on unnecessary packaging
- Use recyclable plastic cups
- Source organic, local and fair trade produce caterers
- Offset carbon dioxide emissions created by the event where possible
- Specify technical equipment that reduces energy consumption (Low energy lighting as an example)
- Specify the use of bio-fuels where practicable.
- Use low emission and energy efficient delivery vehicles where possible.

In the last two years, we have taken the following measures to ensure sustainability of events in Trafalgar Square:

- Used low energy lighting,
- Complied with the measures set out in the Fabric Protection Document,
- Used good quality generators that meet Euro 4 standards (when the on site power wasn't enough to meet the event's power requirements),
- Provided access (see page 5 of this document)
- Used larger vehicles where possible (one engine being more effective than two or three for emissions)
- Used aluminium barriers rather than steel – which reduces manual handling
- Had effluents disposed of by our licensed contractors
- Adhered to noise levels as set by WCC
- Complied with all the WCC EH regulations concerning food, waste, spillage, electrical appliances, gas appliances
- Deployed temporary structures that are entirely reusable with no requirement for recycling or disposal



---

## **SUSTAINABILITY (CONTINUED)**

In addition, the criteria used for determining whether to use a supplier or contractor is never based solely on price and the ability to do the job, but includes factors that demonstrate the supplier's awareness of sustainability issues.

Bliss Events is committed to managing its activities in a responsible and sustainable way to ensure the negative impacts of social, economic and environmental activities are minimised and we encourage our suppliers to do the same.

Our criteria for selection of suppliers include:

- The use of managers and suppliers compliant with BS 8901:2009 'Specification for a Sustainable Event Management System' where possible
- A proven track record and good reputation.
- Reliability and consistency of delivery.
- A suitably trained workforce.
- A knowledge and understanding of the risks associated with their area of work and the associated risk reduction and management methods.
- A desire to work towards making events sustainable.
- Location. Wherever possible local suppliers will be used to not only minimise the environmental impact of long distance transportation and the possibility of late deliveries but also to help to support local business and communities.
- Suitable insurance cover commensurate with the event and activity.
- Health and Safety record along with an ability to produce accurate Risk Assessments, Method Statements and associated documentation.
- Availability of resources to match or exceed the requirements of the event.
- Ability and desire to provide appropriate products and services.
- Ability to provide what's needed within the agreed budget.
- Credit worthiness.

We will complete and submit a Sustainability Management Plan as well as a Waste Management Plan.

---

## **SUSTAINABILITY (CONTINUED)**

### **Care and protection of Trafalgar Square**

Having managed many events on Trafalgar Square, we are well aware of the importance of caring for and protecting the fabric of such an iconic site as Trafalgar Square.

For each event we work closely with the square's management team to ensure we comply with all their rules and regulations regarding protection of the square.

These include signing and agreeing to the conditions set out in the Fabric Protection Form and also ensuring all our contractors are aware of the conditions

e.g. (and most importantly)

- All vehicles to be checked for leaks before entering the square
- Drip trays placed under parked vehicles
- Turning to be done slowly and widely to prevent spawling of the stone
- Notifying the onsite cleaners if any spillage occurs
- All vehicles have to comply with the GLA 03 TSQ Weight Loading Plan
- Protective matting under all points of marquees, structures and ballast

We also ensure all food traders understand what they are not allowed to do whilst trading on the square e.g.

- No deep fat fryers allowed
- Drip trays & matting provided under hot food cooking areas
- No grey waste or food waste tipped or poured into drains on the square
- Minimise the amount of waste produced and recycle where possible
- Use environmentally friendly products

### **3.DESCRIBE YOUR PRODUCTION RESPONSE TO THIS TENDER EXERCISE, INCLUDING THE INFRASTRUCTURE AND TECHNICAL SERVICES YOU PROPOSE TO PROVIDE:**

In order to minimise any disruption or inconvenience to the many visitors that Trafalgar Square attracts on a daily basis, we would use contractors that are used to working on the site and thus aware of not only the importance of protecting the surface of the square but also ensuring their load in and out goes efficiently and smoothly.

Contractors would be required to ensure that all equipment they supply is well maintained, safely erected and dismantled and safe working practice adhered to at all times.

Safety on site during the infrastructure build and load out is of paramount importance. Safe working areas will be constructed before contractors can begin erecting or dismantling structures and Bliss production staff will ensure that PPE is worn at all times where necessary.

Trafalgar Square is an iconic site so Bliss Events will make sure that all infrastructure supplied is in good condition and maintained to a high level.

The layout of Trafalgar Square and the position of the D-ring lends itself to have a stage in front of Nelsons Column. This is where most stages for events in the square are located.

#### **STAGING**

Busk in London will provide an airstream caravan that opens up to provide stage accommodation. This will be located in front of Nelson's Column and within the d- ring.

#### **SOUND**

We will supply the following equipment:

##### Main Arena:

4 x EV QRX 115/75 2 way speaker 4 x

EV QRX 115 Sub speaker

2 x EV TG5 Amplifiers Mixing

##### Desk

1 x Soundcraft Vi1 FOH Desk Monitor

System

6 x EV XW115 BI Amped Wedge Monitor 6 x

EV TG5 Amplifier

##### Additional Equipment

Microphones (cable, radio and lapel), DI and MIC stands QSC

Speaker Systems for areas near fountain

In addition, we have budgeted to provide the backline specification outlined on page 9 of the tender brief.

The Capita Symonds report will be consulted re noise levels. Sound levels determined by WCC will be strictly adhered to during the event.

---

## **LIGHTING**

We have not budgeted for a small lighting rig around the stage as being a daylight show the lighting will not be effective.

## **POWER DISTRIBUTION AND CABLE MANAGEMENT**

The temporary power distribution will be done by Ethix Management. They will use the 125 3 phase outlet below the stage for the sound equipment.. In addition we will provide a 60Kva generator to provide additional 63amp 3 phase for the catering facilities (cost met by catering and bar supplier). All other power will be drawn from the facilities in the square.

Power will be supplied for OB trucks if required.

63amp 4 way distro and all mains cabling will be supplied. All cabling will be protected by cable ramps (and some rubber matting) and will be suitable for use in the open air to IP67 and RCD/MCB protected. A qualified site electrician will be on duty throughout the load in, show and load out periods.

## **FRONT OF HOUSE MIX**

The FOH mix will be located next to the Airstream Caravan within the d-ring.

## **BARRIERS AND FENCING**

Heras fencing will be used to secure the backstage area, at the sides of the catering outlets and around generators.

Barriers will be stacked at each of the four corners in case the square needs to be closed due to overcrowding. In addition, they will also be used around any hazards and to create a disabled viewing area on the square.

Due to the nature of the event, it is not anticipated that MOJO barriers will be required for the top of the central staircase. We recommend that a viewing area for disabled people will be located within the d-ring as it was for Feast of St George.

## **TOILETS**

We will provide a 1 + 1 VIP Unit in the backstage area for use by artists and management

## **BACKSTAGE PRODUCTION AREA**

We will provide 1 x 20' cabin for use as a production unit and a security base.

We will also provide a 12m x 6m x 2.3m eave white clear span pavilion marquee with divider for use as a dressing room with an adjacent 3m x 3m clearspan marquee as a Green Room. The dressing room will have flooring and carpet.

## **MARQUEES**

We have budgeted to provide 2 x 5m x 5m sponsor marquees and 8 x 3m x 3m food trader marquees. The food marquees will have protective floor covering.

In addition a 3m x 3m marquee will be used as a Welfare/Lost Children facility and an additional one for Media.

Marquee Signage has also been covered in the pricing schedule. .

---

## **FIRE PREVENTION**

A risk assessment will be conducted to determine the fire prevention cover for the event. In addition, all materials used for branding and marquees will be fire retardant and MUTA tested

## **FIRST AID/MEDICAL**

2 x Emergency Medical Technicians will provide medical cover for the event.

## **FURNITURE**

Tables and chairs will be provided for both traders and sponsors as well as for the dressing rooms and production cabin. In addition, mirrors and hanging rails will be supplied for the dressing rooms. Signage will be provided free of charge.

## **EVENT ACCREDITATION**

To be supplied by the GLA for the event. Bliss Events can also provide AAA laminated passes (as in previous years) if required.

## **SITE SIGNAGE AND DRESSING**

Site safety signage will be provided where necessary and free of charge. Site dressing will be discussed with the Event SEO.

## **PLANT AND VEHICLES**

A fork life will be provided by the fencing and barrier company and the cost is included in the fencing and barrier cost within the pricing schedule.

## **SITE MANAGEMENT AND CREW**

We will employ an experienced site manager and a team of 4 experienced site crew to work on the load in and out for each event.

## **STAGE MANAGEMENT AND CREW**

A qualified and experienced stage manager will be employed for the event to set up/load out and facilitate artist changeovers and to assist with individual artist requirements (including backline) and the development of the running order (in conjunction with the organisers of the event).

The stage manager will also be available for pre-production work with artists and their management and will assist in the planning of the stage running order if necessary.

---

## **EVENT COMMUNICATIONS**

A multi-channel radio system to permit communications between security staff and key personnel will be provided by SFM.

In addition, a mobile contact list for all key personnel will be available on the show day.

## **WASTE MANAGEMENT**

We will work with WCC and Veolia to produce and manage a waste management plan for the event to include post event litter picking, trade waste and provision of recycling facilities. It is noted that the GLA will meet the costs for waste management .

## **VENUE SERVICES**

It is noted that the GLA will meet all Trafalgar Square venue costs for the event.

## **WELFARE**

The designated Lost Children point will be run by SFM DBS checked staff. We would also provide hot and cold drinks for staff as required by the Health & Safety at Work Act.

## **EVENT INSURANCE**

Bliss Events holds the following insurance cover for this event:

- Public Liability Insurance £10 million
- Employers Liability Insurance £10 million
- Products Liability Insurance £10 million

## **EVENT SECURITY/CROWD MANAGEMENT**

Although the brief gives a stewarding and security provision for this event, it is our opinion (based on years of experience for similar events) that the provision is too high. We have therefore budgeted to supply the following:

Saturday 18<sup>th</sup> July

Build – 0600-1130hrs

1 x SIA Licensed Day Supervisor 5 x  
SIA Licensed Day Security

Event – 12noon-1830hrs

2 x SIA Licensed Day Supervisor

20 x NVQ Level Two Accredited Stewards 10 x  
SIA Licensed Day Security

De-rig – 1830-2359hrs 1 x  
SIA Licensed Day



7 x SIA Licensed Security

---

## DRAFT PRODUCTION SCHEDULE

Although the tender brief gives access to the square for load in as the evening before the event, we are confident that load in can be safely done starting at 6am on the day of the event. This will save costs on overnight security and tower lights for night time working.

### SATURDAY 19<sup>TH</sup> JULY

| Time | Action                                    | Company/Crew |
|------|---|--------------|
| 0600 | Management and 2 x site crew              |              |
|      | Square closed to public                   |              |
|      | Marquee build                             |              |
| 0630 | Backstage Toilet delivery                 |              |
| 0700 | Production Cabin delivered                |              |
|      | PA/Generator/Site Electrician on site     |              |
|      | Stalls manager on site                    |              |
| 0900 | Stage Management on site                  |              |
|      | Food traders allowed on site              |              |
| 1000 | WCC EH – Site Inspection - tbc            |              |
| 1100 | Vehicle Curfew                            |              |
| 1115 | Sound Check                               |              |
|      | Medical Cover in Square                   |              |
| 1200 | Event start                               |              |
| 1830 | Event Ends/Load out commences immediately |              |
| 2300 | Load out complete                         |              |

---

## Leicester Square Satellite Event:

We propose that a small 5m x 5m Alidome stage be used should this go ahead (see image and costs below).



The stage is suitable for branding with a backdrop. Stage Cost:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

#### **4. Describe your Event management response to this tender exercise, including Health and Safety and Crowd Management**

As stated on Page 3 of this document, our key policy is to follow the available national guidance where appropriate and to have on site such people as are required to make and implement decisions on a rolling basis.

In producing and delivering this event, guidance will be drawn from various 'official' documents including:

- Event Safety Guide
- Managing Crowds Safely
- Temporary Demountable Structures
- Dealing with Disaster

Bliss Events has managed over forty events on Trafalgar Square since 2003 and consequently has extensive experience and knowledge of working on events in Trafalgar Square. In addition to community events organised by the Mayor of London's office we have provided services for the following events:

- Opening ceremony of the North Terrace - Site Coordination 2003
- Red Bull Railstorm (see image below) – Event Management 2006



- Scissor Sisters Concert – Site Coordination 2006
- Simcha on the Square – Event Management 2007 & 2008
- 4<sup>th</sup> Plinth Unveil – Event Management 2009 & 2010

We believe this extensive experience places us in a unique position to safely manage events on the square. With over 11 years experience of working on the square, we have not only built up a strong relationship with the GLA Events for London Team but also with Westminster City Council, the London Ambulance Service, Transport for London, Met Police and the London Fire Brigade; a relationship that carries respect by all parties.

---

## HEALTH & SAFETY MANAGEMENT

In producing and delivering this event, guidance will be drawn from various 'official' documents including:

- Event Safety Guide
- Managing Crowds Safely
- Temporary Demountable Structures
- Dealing with Disaster
- Health & Safety at Work Act 1974
- Control of Noise at Work Regulations

In addition, our approach to health and safety at events is client focused, proportionate and pragmatic.

We believe that risk management should be about real, meaningful practical steps to protect people at events, not a bureaucratic process.

Working with all stakeholders, contractors and partners our first aim is to design a safe event through the planning cycle. This will include taking into account all relevant safety legislation and guidance along with all relevant event related guidance and acknowledged best practice.

We only appoint premium contractors who have a demonstrated competence at successfully delivering events on Trafalgar Square, who in turn maintain and deliver the highest standards of occupational health and safety through their staff and equipment.

All contractors are required to submit their safety documentation for each project and vetted to a standard and recognised system.

Our safety planning is transparent and open to scrutiny through the Licensing Operations Safety and Planning Group (LOPSG) which is set up to ensure that a quality assurance process is in place in terms of the safety arrangement for the event. This will often include the following examples:

- To advise the event organiser in order to ensure high standards of health and safety
- To promote good practice in safety and welfare planning
- To promote a consistent and coordinated, multi-agency, approach to event planning and management
- To advise the event organiser in respect of the formulation of appropriate contingency and emergency arrangements
- To encourage arrangements to minimise disruption to local communities

---

## HEALTH & SAFETY MANAGEMENT CONTD./

In respect of events in Trafalgar Square, the LOPSG meetings will usually consist of the following organisations and agencies:

- Event Organisers
- GLA Events for London representative
- Westminster City Council
- London Fire Brigade
- London Ambulance
- Transport for London
- Trafalgar Square's Management
- British Transport Police
- Organiser's Safety Consultant
- Organiser's security and stewarding company
- Organiser's Medical Supplier
- Organiser's Traffic Management contractor

The Event Liaison Team (ELT) which will be operational on the day of the event, will then provide advice and information to the event organiser and a collective expert interpretation on site about each agencies' operational and contingency plans.

In addition, we operate a system of continual risk assessment and are quick and flexible to respond to change. Each event is different with a different audience profile and therefore the audience management style and tactics must reflect this being sensitive to the needs of a community or group.

On most of the events we manage, we employ the services of an Event Safety Advisor to oversee the planning cycle.

We ensure all information in relation to safety is shared in a timely fashion with all stakeholders, contractors and partners. Contractors receive advanced safety briefings prior to arriving on site. We ensure that the appropriate safety/ information signage is positioned prominently and clearly. Security and stewarding staff receive detailed briefings.

In addition under the Health & Safety at Work Act, we ensure there is adequate welfare provision for all working on the site including the artists. Water is also available should members of the audience require it.

All our staff lead by example with regards to site safety and are structured as such that there is always a high percentage of management focused in this area.

Typically there will also be an event safety advisor on site with the overview for occupational and public safety.

We operate a 'see something, say something, don't walk by' policy empowering all staff to have a voice if they see something they do not feel is safe.

---

## **HEALTH & SAFETY MANAGEMENT CONTD./**

We recognise that there is the need to continually develop ourselves within the sphere of event safety and regularly attend courses in general and specialised areas. We have a continued process of self-briefing and keep ourselves up to date with proposed changes and possible implications.

Anne McLellan has successfully completed the following courses at the Home Office Emergency Planning College:

- Safety at Festivals and Mass Gatherings
- Crowd Dynamics
- Temporary Demountable Structures

Anne also holds the IOSH Certificate in Managing Safely at Exhibitions and Events

## **CROWD MANAGEMENT**

See page 19 for cover and deployment.

Supervisors will be deployed on the day where needed. Some positions will be static during the event; other positions may only be needed during certain times or will be used for priority elsewhere.

Any vehicles during the build and de-rig time (if applicable) will be slowed to 5 miles per hour and escorted by a banksman at all times.

All SFM stewards will be clearly identified by wearing SFM uniforms. All stewards and security provided by SFM are trained to a high level through attendance at the SIA training course or in the case of stewards to NVQ level 2.

SFM will also provide DBS checked and cleared staff for the Lost Children Point on the square. Logs will also be prepared of any incidents during the event.

A site plan will also be produced showing deployment of all stewards and security for the event.

---

## **5.DESCRIBE YOUR CREATIVE RESPONSE TO THIS EXERCISE, INCLUDING PROPOSAL FOR PROGRAMMING AND CONTENT FOR THE EVENT.**

**Creative response not required as content being curated by GLA team.**

---

### **6.Value for Money**

Bliss Events has worked on Trafalgar Square since 2003. In that time we have built up a strong relationship with many key suppliers and freelancers who work in the Event Industry. We utilise these relationships to provide best value for the event and the client. However, we also attend event industry trade shows e.g. The Showman's Show and the Event Production Show constantly updating our records with new suppliers and new equipment on the market.

Bliss Events operates with low overheads thus enabling us to spend more on delivering the event than on fees.

Bliss Events uses a roster of the best production suppliers in the UK, judging them on the true concepts of 'Best Value'. This strategy provides the best equipment and services at fair rates and ensures full compliance with all legal requirements.

Bliss Events has a strict policy of totally open accounting procedures and regularly submits documentary evidence to public authority and commercial sector auditors. All remuneration is on an agreed fee basis and then Bliss Events works on behalf of its client(s) to obtain the most favourable rates from suppliers. No marking up of supplier's invoices is ever carried out.

We ensure environmentally sustainable solutions by sourcing as many of the suppliers as possible from the greater London area; this also lowers costs for transport and overnight accommodation.

Where possible we use companies to provide a package of services e.g. we use Ethix Management to not only supply the PA and Lighting but also the power and distribution which ensures less transport and administration costs.

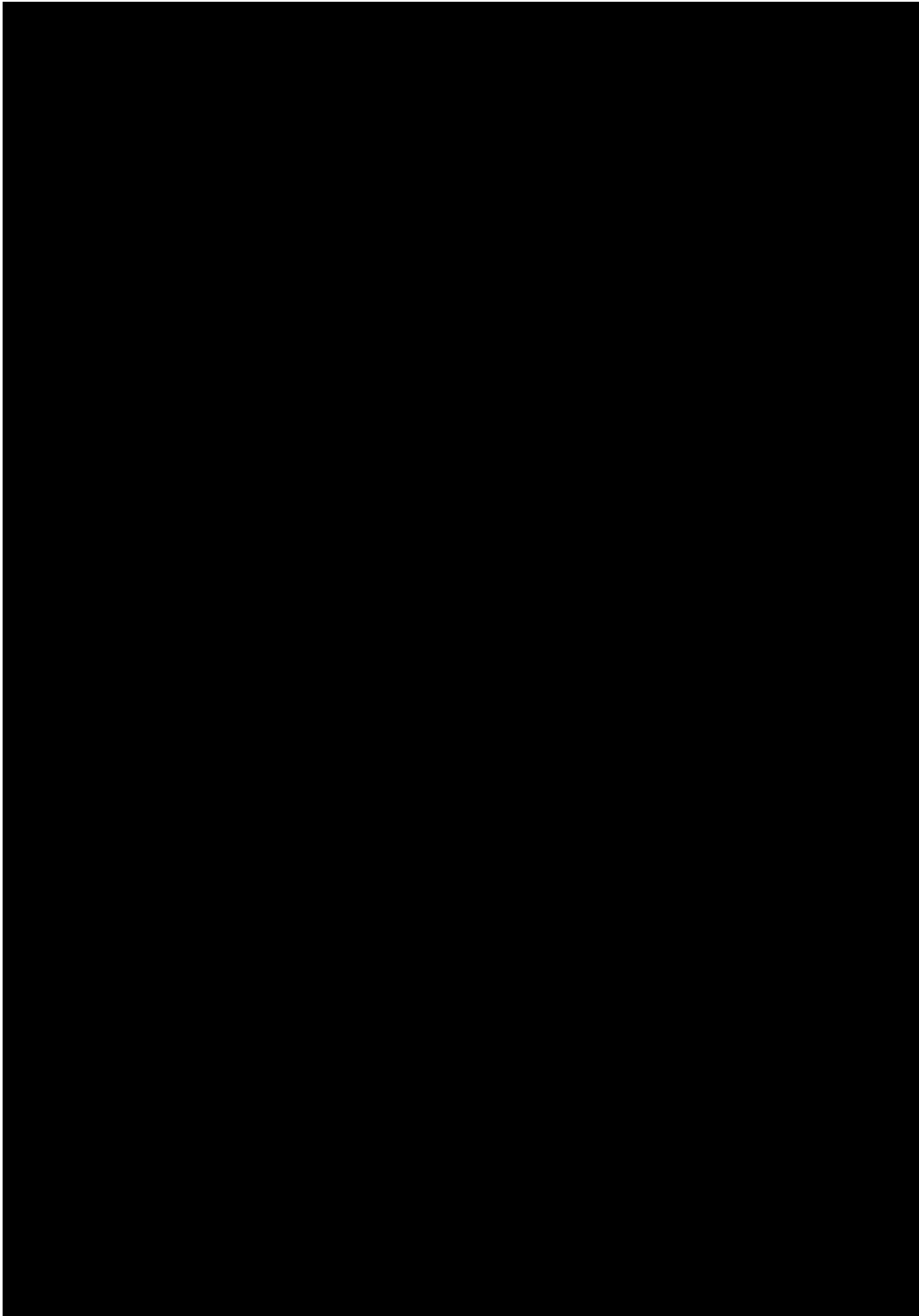
Bliss Events has managed to maintain the quality of over thirty events in Trafalgar Square in the past ten years, despite the constant downward pressure on budgets. This clearly demonstrates our ability to provide value for money.

We constantly monitor the event industry online and print media to ensure we are fully aware of all new suppliers, services and equipment. We also visit key trade supplier shows and exhibitions for example The Showman's Show, Confex and Event Production Show.



We take a partnership approach with key suppliers, constantly seeking ways to utilise their expertise to improve what we are asking them do. Put another way, we actively encourage creative thinking on the part of key suppliers.

**Attachment 2**  
**Supplier Pricing**



## **Attachment 4**

### **Special Conditions for Call-Off**

## 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