

EAST BEDLINGTON Parish Council



BRIEF FOR EVENT MANAGEMENT SERVICES TO DELIVER AN OUTDOOR LIVE MUSIC EVENT IN EAST BEDLINGTON DURING 2019.

INTRODUCTION

East Bedlington Parish Council (EBPC) wishes to appoint a highly experienced organisation/individual to provide the necessary expertise and capacity to plan, coordinate and deliver high quality events in East Bedlington During 2019.

POWER FESTIVAL

2019 will be the fourth event of its type which aims to provide an afternoon and evening of live music from a central stage with associated family focused on-site activity.

The appointed organisation/ individual will be required to ensure that all off the statutory, health & safety, logistic and technical requirements of hosting an even of this nature are met.

ROLE OF THE APPOINTED ORGANISATION / INDIVIDUAL

The contracted organisation / individual will work as EBPC's agent to coordinate and deliver the following organisational and planning requirements:

- Providing comprehensive operational management services for the event on 27th July 2019, acting as the 'Event Manager'.
- Work with EBPC to identify and secure appropriate and varied stage content. It is anticipated that the event will commence with family focused entertainment moving to a largely adult audience during the later stages of the event.
- Work with EBPC to identify and secure appropriate sponsorship and external funding to reduce public subsidy of the event.
- Preparing a roust Event Management Plan (EMP) for the event. The plan should encompass all elements of the event for which EBPC has responsibility.
- Appropriate submissions to, and close liaison with, NCC's Safety Advisory Group (SAG) regarding delivery of the event.
- Developing and maintaining a robust operational project plan covering all aspects of EBPC's responsibilities in liaison with the relevant agencies, emergency services and NCC departments.
- Developing and maintaining a robust event budget to encompass all elements of the event (including forecasts for concessions and income) with the provision of regular updates to EBPC.
- Developing robust risk assessments and contingency plans for all aspects of the event in order to ensure the safety and security of members of the public, contractors, performers and event staff.

- Prepare a robust risk assessment and plan for the provision of an appropriate level of medical services during the event.
- Planning appropriate security and emergency services cover for the event
- Timely securing of all approvals required for the event to take place including licenses, insurance, and road closures as necessary.
- Developing a Stewarding Plan to maintain public safety and order across the event site and at other associated locations e.g. car parks and access routes.
- Liaising and working with the local Police in relation to crowd management and all other relevant aspects of hosting the event.
- Working with EBPC to provide all appropriate event infrastructure.
- Assessing the requirements for the provision of any additional public transport, walking and cycling information and infrastructure,
- The identification of appropriate suppliers to provide food, drink and entertainment within the event site and agree appropriate contract terms for such provision with EBPC.
- Coordinate all other activity related to EBPC's responsibilities for the event including any required notifications to local residents and provision of site cleansing.
- Assisting with the planning and of appropriate site decoration in collaboration with key stakeholders.
- Assisting with post event debriefings and identification of key learning points for future events.

MANAGEMENT

The contract will be managed by the Clerk of EBPC. The appointed individual / organisation will be required to work closely with EBPC and relevant NCC departments to fulfill the requirement of the brief. The appointed individual / organisation will be required to provide monthly updates to EBPC.

TIMESCALE

The contract will run from 5th September 2018 to 31 August 2019 renewable annually for the duration of the Council (May 2021); subject to funding and satisfactory event delivery.

FEES

£5,000 of an overall event budget of £35,000 (exc. VAT) is indicatively allocated for all event management services, including appropriate health and safety expertise. This should guide the fee proposal.

A schedule of fee release will be agreed prior to appointment.

SUBMISSION PROCESS

If you would like to be considered for this exciting commission, please submit your response by noon on Friday 17 August. Bids should be submitted in a sealed envelope addressed to:

Clerk
East Bedlington Parish Council
16 Station Street
Bedlington
NE22 7JN

Your response must include the following elements:

- Evidence of understanding the benefits of bringing a live music event of this nature to Gallagher Park in Bedlington (Max 400 words).
- Evidence of experience in the planning and delivery of high quality public events of this nature (Max 500 words).
- An illustration of your thorough understanding and extensive experience of the health and safety requirements and regulations associated with large scale public events (Max 500 words).
- Evidence of knowledge and experience of securing financial support from sponsorship and appropriate external funding for events of this nature (Max 400 words).
- An outline plan for delivery of the event with indicative budgets for each element.

A fee proposal including:

- Clearly expressed event management fee levels including rates for each person involved.

ADDITIONAL INFORMATION

- Names of two independent referees from two recent commissions.
- Evidence that you are based in south east Northumberland.
- Demonstration of the following insurance cover is already in place:
 - £10,000,000 Public Liability
 - £10,000,000 Employers Liability Insurance
 - £2,000,00 Professional indemnity.

DECISION MAKING

Submissions will be assessed according to the following criteria:

- Quality of proposal
- Capacity of the organisation / Individual to undertake the commission
- The experience, qualifications and expertise of the individuals who will work on the commission.
- Value for money

SUBMISSION

Proposals should be sent by post or by hand in a sealed envelope to be delivered by noon on Friday 17th August 2018.