**Invitation to Tender** A picture containing text, room, gambling house

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**Invitation Document Introduction**

Totnes Town Council is seeking tender submissions from suitably experienced, skilled and qualified service providers to enter into an agreement in respect of the Christmas Festival Nights markets in Totnes.

**Background & Requirements**

Totnes Christmas Festival Nights shopping has been running for many years but in 2019 the Town Council took over the management of the event which took place over the first three Tuesdays in December. The Council helped to rebrand the three late night shopping events to include a more diverse and eclectic mix of stalls in line with the values of Totnes.

The Town Council wishes to appoint an independent coordinator to deliver the oversee the event in conjunction with the Council. We want the events to be simple and traditional, involving local schools, choirs, church and community groups, community carol singing around the Christmas tree in the Market Square. We would like local groups, including charities, and food producers to have Christmas themed or seasonal stalls.

Given the complexities of Covid in relation to this year we are looking at keeping the event quite small and helping existing community groups and local shops/businesses to benefit from increased footfall but not on the same scale as previous years. Details of the 2021 nights (7th, 14th and 21st of December) are below:

* 1. A smaller event utilising the market square, Civic Hall and asking shops to open late/put stalls outside, closing the road only from the King Bill junction to the Rotherfold (same road closure as the Covid measures).
  2. No large external catering traders, focus on smaller crafts/gifts and ask the eateries already in town to provide stalls of food/drink.
  3. Partnership working with community groups to enable entertainment/management responsibility to be spread.
     1. St Marys for the Church and churchyard space
     2. RAM in the Rotherfold
     3. Library – Elf on a Shelf
     4. Carnival – Window Wandaland
     5. TC Team – Civic Hall indoor market
     6. ?? – Grotto
     7. Bob the Bus – park and ride
     8. NDP Circus – Street performers/manage buskers
     9. Chamber of Commerce – Christmas lights and liaison with businesses
  4. An external organiser will still be required to hold and coordinate all the above strands and complete:
     1. Road closure applications
     2. Insurances
     3. Risk assessments and event management plans (overview of the different aspects)
     4. On the day/night(s) organisation
     5. Coordinating stewards
  5. Timeline as follows:
     1. 24th June – Arts WG consider the outline and make recommendation(s) to Full Council 5th July 2021.
     2. 19th July – Full Council make a decision as to how to proceed.
     3. 20th July – reopen for applications on event coordination
     4. 17th August – closing date midday.
     5. 24th August – interviews with applicants – Cllr Galvin, Cllr Piper, Town Clerk
     6. 6th September – Full Council agree to contract with successful company or individual.
     7. September and October is spent working with community groups and completing necessary road closure applications/liaising with SAG.
     8. 1st November Full Council – a final decision is taken on whether the events can go ahead in light of national COVID levels, SAG advice and government guidance. If it is agreed to continue:
     9. November and December work ramps up and the events are held.

1. It needs to be noted by the applicant that a day rate will be paid to the coordinator for works completed. If a decision is taken on 1st November 2021 to cancel the events then minimal further time will be required and the coordinator will not be paid for days planned in the direct run up to the events.
2. It is anticipated that 20 working days will be payable over the period September to October. It is estimated, should the events go ahead, that 24 further working days will be payable for November and December.
3. The application for this position will need to include details of day rates payable to allow the Town Council to manage the limited budget.

**Aim**

Totnes Town Council’s aim is for the winning Tenderer to operate the Market to create successful, vibrant events with a focus on the local shops and eateries opening late, no big stalls in the high street, a market at the square and some live performances dotted through the high street.

Due to the uncertainty, it’s felt that it will be more appropriate to have smaller, low key events this year where we would like the successful tenderer to encourage as many shops and eateries to stay open late and potentially have a stall in front of their premises, where logistically possible.

On the market square we would like to go back to the grass roots of the original Totnes Christmas Markets with lots of crafts, handmade gifts from stallholders. Potential to also have a smaller market at the Rotherfold Square which can be arranged and overseen by the Rotherfold Artisan Market organisers but with overall coordination by the Tenderer.

We would like entertainment in the form of street performers and buskers, no large stage events.

**Objectives**

We would like the successful contractor to consider the following objectives, restrictions and considerations in their plan (not a complete list):

* Work with Totnes Town Council, existing weekend market traders, business, and community groups.
* Limit the overall number of traders on market square to allow free flow of crowds and keep the atmosphere as relaxed as possible.
* Encourage local businesses to have food & drink outside their premises.
* To engage with regular update meetings with the Council.
* Engage with the Chamber of Commerce.
* To produce a A5 leaflet with a programme of events on one side and a layout map of the market on the reverse. Also, to produce a larger size layout map which can be displayed at strategic points around the town.
* To organise the Park and Ride arrangements, including a Bridgetown and Follaton collection
* Focus on local traders with a discounted rate for them
* Stewards to be branded with the Town Council vests and to take a friendly, non-confrontational approach
* Engagement with the emergency services, ensuring emergency response such as St John's are on site
* To submit the Road Closure application to DCC, and associated Traffic Management Plan
* To create the event publicity and advanced road closure and diversion signage
* To engage with SHDC licensing and the Safety Advisory Group - and the associated Event Management Plan and Risk Assessments
* To book the Market Square.
* To manage the removal of waste and recycling
* To ensure health and safety and other statutory standards are met

**Submission of Tenders**

* If you wish to bid to deliver this event please send an expression of interest to Catherine Marlton, [clerk@totnestowncouncil.gov.uk](mailto:clerk@totnestowncouncil.gov.uk), the Town Clerk, by midday on Tuesday 17th August 2021. This Expression should include:-
  1. How you propose to deliver the event and the programme within the parameters set out above
  2. An itemised time line
  3. An outline financial plan, including the day rate payable
  4. Any information on the contractor’s track record in event management
  5. Information on the capacity of the contractor to deliver this year’s event