



# **Appendix A - Specification for Christmas Event at Upton Country Park**

**REFERENCE: DN282972**

**PROCUREMENT PROCEDURE: CONCESSION**

As our supplier you will deliver Christmas Event(s) trading for approximately six weeks annually in the run up to Christmas.

Subject to actual dates being agreed annually in September, the supplier will:

- Trade for approximately six (6) weeks annually in the run up to Christmas
- Set up in no more than four (4) weeks prior to the commencement of trading
- Take down and clear out in no more than three (3) weeks after the close of trading.

For the avoidance of doubt the contract will not imply any right for the supplier to use or otherwise exploit the event area for any purpose at any time except for the purposes and times set out in this contract and any further purposes and times which shall be subject to the prior written agreement of the Authority.

You will deliver a unique Christmas experience that is in keeping with the rural and historic character of Upton Country Park's environment.

The supplier will:

1. Work collaboratively with the Authority at all times.
2. Consult with the Authority during the preceding September annually to agree actual start and end on site dates.
3. Deliver a unique Christmas Event(s) that is in keeping with the rural and historic character of Upton Country Park's environment including but not restricted to:
  - a. Santa's Grotto (with CE marked gift(s) for all visitors)
  - b. Live animals
  - c. Market sheds selling festive produce
  - d. Christmas trees sales
  - e. Suitable Christmas props, illumination and light displays
4. Provide a full daily audit of ticket sales
5. Provide a functioning bespoke website

6. Provide a functioning bespoke Facebook page
7. Provide a budget for suitable and sufficient marketing and advertising
8. Co-brand all marketing and advertising (yourself and Upton Country Park) and submit for prior approval by Borough of Poole officer
9. Provide appropriate staff uniform
10. Work in collaboration with Upton Country Park's Tea Room
11. Maintain Public Liability Insurance of £10m for the duration of the contract and in particular at all times whilst staff, property, vehicles or other assets are present at Upton Country Park.
12. Provide the Authority with appropriate levels of documentation including but not limited to:
  - a. First Aid
  - b. Health and Safety
  - c. Risk Assessment
  - d. Fire and Emergency
  - e. Animal Welfare
13. Onsite 24/7 security

The supplier notes that:

14. Upton Country Park is monitored by cameras and managed by the Borough of Poole's security contractor; however the Christmas Event will need additional security
15. Overnight storage is confined to the Christmas Event operating area
16. Upton Country Park is protected under English Heritage Law and categorised as Grade II\* listed - meaning no permanent fittings/adaptations can be made to the site
17. Any deliveries or unloading of vehicles must be completed by 10:00 am daily
18. A one-off fee of £350 will apply (including Legal and Surveyor) for any Lease / licence drawn up.
19. An annually refundable security deposit of £2,000 will be required 4 weeks prior to the commencement of annual set up activity. Subject to site inspection and verification that no damage has occurred this deposit will be returned no more than 30 days after take down and clear out is completed.