# MAINSchedule 9

# Brief, Preliminaries and Specification

**CLC5193**

**Production and Event Management Services for London Borough of Tower Hamlets Events**

**CONTENTS**

1. Overview
2. Brief
3. Specifications
4. Project programme
5. Project budget
6. Governance, management and liaison
7. **Overview**

Tower Hamlets is seeking an experienced outdoor production and events management company to support the Tower Hamlets Arts, Parks & Events team with the delivery of council-organised events and to support the management of corporate, commercial and private events that take place in the borough’s parks and open spaces. The appointed bidder may also be required to undertake production and event management services for other council departments, such as Town Centre Management Teams.

Tenders for this single-vendor framework agreement are sought from suitable companies that have experience of managing a wide range of outdoor festivals and events, including management of large-scale, outdoor events in an urban environment for an audience capacity of 15,000+.

This single-vendor framework agreement is for the duration of two (2) years with the option to extend for one (1) year and a further one (1) year.

1. **Brief**

Tower Hamlets Council is renowned as the “Festival Borough” with an established, high quality programme of council organised, commercial, community and corporate events. This vibrant arts programme brings together young and old from across the borough and the UK and provides cultural experiences for all.

The Arts, Parks & Events team’s central strands of work can be found below; please note for the purposes of this tender that item 1. below will be the main focus of work for this contract. On occasions, the successful bidder will be called upon to support the delivery or management of events listed in items 2. and 3. Bidders will rarely be called upon to support item 4.

|  |  |
| --- | --- |
| 1. **Annual Council organised events** | Boishakhi Mela (spring/summer in Weavers Fields).  Fireworks (early November in Victoria Park).  Please note the above are subject to confirmation on an annual basis – the Boishakhi Mela has been confirmed for 2018. |
| 1. **Supporting local community events** | The department processes and supports over 100 community led events in the borough providing advice on best practice for managing and delivering safe and sustainable events. These community-led events can take place anywhere within the borough. |
| 1. **Corporate and private events** | The borough has seen an increased interest from the corporate and private sectors for use of parks and open spaces for events, marketing campaigns and private parties – these events are production managed directly by the private / corporate client and take place primarily in Victoria Park, Millwall park, Weavers Fields and Mile End Park. |
| 1. **Commercial events programme** | Victoria Park hosts a number of large scale commercial festivals that currently include the Lovebox Festival and Field Day festival – these are production managed by each promoter independently. This contract comes to an end in 2017 and the programme of commercial events for 2018 is yet to be announced. |

This single-vendor framework agreement will primarily support the Arts, Parks & Events programme of annual events and any special projects that arise linked to national and council initiatives. In addition, the supplier may be required to support the corporate, commercial and private events programme through on-site management services.

The successful bidder will be required to provide production management services and, on occasion, event management services for a variety of events and in doing so will need to be able to work strategically alongside a wide range of stakeholders and partners such as community organisations, Local Authority departments and external agencies, including the emergency services.

In addition to general production management, bidders will also be required to provide trader and artist management services for community-focussed outdoor festivals with an audience capacity of 5,000+.

The successful bidder will be required to comply with the Local Authority’s financial and procurement procedures and regulations.

1. **Specifications**

The Council’s events programme will be managed by the LBTH Arts, Parks & Events team and the appointed contractor will report to and be accountable to key staff within this team. Arts, Parks & Events will provide a more detailed and specific brief and budget for each event.

#### Broadly, the company awarded this framework agreement will be required to:

* Provide detailed costings and quotes for goods and services, where possible promoting use of local suppliers and companies that provide good value for money, and adhering to the Council’s procurement procedures for purchasing goods and services;
* Source suitable and competent contractors and suppliers, and obtain all relevant H&S documentation and insurance documentation in advance for submission to LBTH Health and Safety;
* Ensure event contractors on site are adhering to site rules and working to the highest possible standards in accordance with their risk assessments, method statements and other applicable plans;
* Prepare and manage method statements and risk assessments including fire risk assessments;
* Ensure external events not delivered by the Council are being managed to a high standard, working to the submitted Event Management Plans and the Councils contractual arrangements;
* Manage production budgets allocated to each event;
* Attend safety and operational planning multi agency meetings for larger scale events and attend event debrief meetings, providing updates and feedback;
* Provide suitable event and production staff for a range of roles and in response to short notice requests. (i.e. within 48 hours) to facilitate for example; client site visits, site assessments and any short notice event and production crew, i.e. production management, technical production, site management, crew, production team and other project staff as required;
* Provide relevant information for inclusion into event management plans and produce event management plans, as required;
* Produce appropriate Construction Phase Plans, which adhere to the Construction Design & Management Regulations 2015;
* Submit any required applications for temporary structures as classified under section 30 of the London Building Acts (Amendment) Act 1939;
* Produce production schedules and project timelines;
* Attend site meetings and advise on site layout;
* Arrange for scaled CAD plans to be produced as required;
* Provide trader management services at community-focussed events including managing applications, providing accurate guidance, sourcing professional traders, managing non-professional traders (i.e. community organisations and individuals), collating trader H&S documentation, supporting Council-led food safety training sessions, allocating pitches, organising infrastructure and management / supervision of traders on site;
* Provide artist management services for events, including artist programming, artist advancing, visas (for any international artists), negotiation of fees, contracting, transportation, accommodation, rehearsals, general artist liaison and stage management;
* Operate in accordance with all legislation, guidance and best practice as set out by the Health and Safety Executive and industry guidance on best practice (including but not limited to, the Events Safety Guide) and work within current Council H&S guidelines;
* Work within current Council procurement guidelines and financial systems;
* Directly contract and pay some suppliers on behalf of the Council (predominately artists fees and on-costs but also miscellaneous production costs). All costs to be agreed in advance with the Council and full audit trails of payment to be provided. The Council will pay a processing fee for this service, please see ***Schedule 11*** for further details.

#### Broadly, Tower Hamlets Arts, Parks & Events team will be responsible for:

* Overall event management; Arts, Parks & Events will generally lead on overall delivery of large-scale in-house events (i.e. Boishakhi Mela and Fireworks Night) but there may be occasions when the successful bidder will be required to manage events;
* Budget management;
* Application of any necessary licences, i.e. Premises Licence, TENs (not including Section 30 licences), traffic orders;
* Event Management Plans;
* Co-ordinating of Safety and Operational planning multi agency meetings;
* Procurement and management of associated creative and delivery partners i.e. artists, arts companies, pyrotechnic companies etc.
* Provision of security and stewarding via the Council’s existing security contract.

Please note: There may be occasions when other Council departments require some of the above roles and responsibilities to be undertaken by the appointed contractor, including event management plans.

1. **Project programme**

The successful bidder will be required to support a programme of Council-organised events, some of which are annual with an established format and some of which will be ad-hoc. All Council-organised events are subject to confirmation on an annual basis and as such the Arts, Parks & Events team are unable to guarantee what the programme of events will look like each year. However, the below projected schedule of events indicates some of the potential events for 2017 - 2020, based on the schedule of events that have taken place in recent years, but subject to change depending on the Council’s strategy for event delivery.

|  |
| --- |
| **2017/18** |
| Fireworks Night 2017  Victoria Park, early November, estimated 75,000 attendance. |
| Small events 2017/18  Including potential use by other council departments. |
| **2018/19** |
| Mela 2018  Weavers Fields, summer, estimated 20,000 attendance at any one time. |
| Fireworks Night 2018  Victoria Park, early November, estimated 75,000 attendance. |
| Small events 2018/19  Including potential use by other council departments. |
| **2019/20** |
| Mela 2019  Weavers Fields, summer, estimated 20,000 attendance at any one time. |
| Fireworks Night 2019  Victoria Park, early November, estimated 75,000 attendance. |
| Small events 2019/20  Including potential use by other council departments. |
| **2020/21** |
| Mela 2020  Weavers Fields, summer, estimated 20,000 attendance at any one time. |
| Fireworks Night 2020  Victoria Park, early November, estimated 75,000 attendance. |
| Small events 2020/21  Including potential use by other council departments. |

1. **Project budget**

There is no fixed contract price for this opportunity as budgets and fees will be agreed based on the schedule of rates submitted with tender proposal on an individual event by event basis.

**The Pricing Schedule must be submitted in GBP £ and exclusive of VAT**

There is an indicative forecast budget for this contract estimated at a maximum of £965,000 over a maximum 4 year period (the framework agreement is for the duration of two (2) years with the option to extend for one (1) year and a further one (1) year); however, there is no commitment to spend the forecast budget.

1. **Governance, management and liaison**

## Performance Management

* The successful company will be required to provide a main contact person for all matters arising in relation to contract performance management.
* The successful company will be required to provide a written debrief report following each event for which the company has provided production management services.
* The successful company will be required to provide a brief outcome report on each external event for which the company has provided on site management support. Format of the report will be discussed and agreed with the successful bidder prior to completion of the report.
* The successful company’s main contact person will be required to attend a yearly contract review meeting with the LBTH Arts, Parks & Events team in addition to individual post-event debriefs throughout the contract period.
* Prior to each event the LBTH Arts, Parks & Events team will agree with the successful company a timeline for the delivery of event documentation.

## Call- Off

As a single-vendor framework agreement, the contract will be awarded to one supplier only.

Where the council decides to call off from this framework, it will do so by issuing a Purchase Order via the council’s ordering procedure. The Call-Off Agreement (the Purchase Order) will specify the particular requirements applicable to that call off.

### 6.1 Call-Off Procedure

### 6.2 Term of Agreement and Call-Off Contracts

1. The Framework Agreement commences on the Agreement Commencement Date and continues in force for the Term unless terminated earlier, either in whole or in part, in accordance with the Agreement.
2. Each Call-Off Term shall be set out in the relevant Call-Off Contract. In certain circumstances, the Call-Off Term and the Services provided pursuant to a Call-Off Contract may extend beyond the termination or expiry of the Framework Agreement, in which case the provisions of this Agreement shall survive such expiry or termination to the extent that such provisions are relevant to any such Call-Off Contract.
3. A Call-Off Contract may expire or be terminated in accordance with its terms but such expiry or termination shall not, in and of itself, give rise to an expiry or termination of any other Call-Off Contract or this Agreement.
4. The Terms and Conditions associated to each Call-Off Contract will be based on the Framework Terms.
5. Each Call-Off Contract shall be a binding agreement on the Parties and shall incorporate the terms and conditions of this Framework Agreement, as may have been amended in such Call-Off Contract and such documentation shall together form a separate agreement between the parties.