



Building a Better Bournemouth

Specification for

Provision of a Park & Ride Bus Service for the
Bournemouth Air Festival 2017-2019

1. Introduction and Scope

- 1.1. Bournemouth Borough Council requires a Park & Ride Service for the Bournemouth Air Festival 2017, 2018 and 2019.
- 1.2. The Supplier will be responsible for the provision of a Park & Ride bus service for the four days of the Bournemouth Air Festival. The service will utilise three site locations, with one site being operational on the first day, Thursday; two sites on Friday; and all three sites being used on Saturday and Sunday.
- 1.3. The length of the contract is for three years with the option to extend the contract annually for a further two years. Therefore, if all extensions were taken, the full length of the contract would be for five years.

2. Background

- 2.1. The Bournemouth Air Festival was held for the first time in 2008 attracting over 750,000 people to the town and generating £25 million for the local economy.
- 2.2. An estimated 8.6 million people have attended the Bournemouth Air Festival since its inception in 2008 with record numbers of people reaching 1.3 million in 2009.
- 2.3. The event is organised by Bournemouth Borough Council, and more information on the event can be found at www.bournemouthair.co.uk.

3. Event Information

- 3.1. The Bournemouth Air Festival 2017 takes place on Thursday 31 August 2017 until Sunday 3 September 2017. The dates for each subsequent Air Festival will be agreed by October of the previous year.
- 3.2. The Bournemouth Air Festival takes place across Bournemouth Seafront and East Overcliff. The event is free to the general public and attracts over one million people ranging from families to event enthusiasts.
- 3.3. Trading and ground content takes place throughout the day and evening from 10:00 – 22:00 with the core trading times being 10:00 – 18:00. The flying displays take place every afternoon ranging from 2 – 4 hours and include a mix of military and civilian content.
- 3.4. The Night Air programme includes a dusk flying display, fireworks, Royal Navy Beat Retreat and stage entertainment. There are two stages at each end of the site with one offering tribute style acts and the other hosting two ticketed event for 8,000 per night.

4. Park & Ride Locations

- 4.1. Three Park & Ride sites will be used across the four days with an additional Overflow site if required and a possible contingency site, still to be confirmed. The breakdown of sites and days of operation are as follows:

Site	Capacity	Days of Operation	Operational Hours	Peak Times
Kings Park Bournemouth BH7 7AF	900 spaces	Thursday, Friday & Saturday	09:00 – 23:30	11:00 – 13:00 16:00 – 18:00
		Sunday	09:00 – 20:00	11:00 – 13:00 16:00 – 18:00
Littledown Centre Bournemouth BH7 7DX	1000 spaces	Saturday	09:00 – 23:30	11:00 – 13:00 16:00 – 18:00
		Sunday	09:00 – 20:00	11:00 – 13:00 16:00 – 18:00
Redhill Park Bournemouth BH10 6AN	900 spaces	Friday & Saturday	09:00 – 23:30	11:00 – 13:00 16:00 – 18:00
		Sunday	09:00 – 20:00	11:00 – 13:00 16:00 – 18:00
Bournemouth Hospital BH7 7DW (Overflow)	650 spaces	Saturday & Sunday	To be used as an overflow site when Littledown is nearing capacity.	

- 4.2. Park & Ride sites will be operational from 09:00 – 23:30 hours on Thursday, Friday & Saturday and from 09:00 – 20:00 hours on Sunday.
- 4.3. The peak times for transporting passengers to and from the event site will be directly before and directly after the flying displays on each day.
- 4.4. There will be a high demand for Park & Ride directly before and after the Red Arrows displays. Days and provisional timings for these will be provided by the Council once known.

5. Frequency of Service

- 5.1. Across all sites, during the peak times, a bus frequency of 7 minutes will be required. A bus frequency of 15 minutes is required throughout the remaining core event times (09:00 – 19:00 hours) with a reduced frequency of 30 minutes outside of these times.

6. Contract Requirements

- 6.1. The Supplier will be responsible for registering the bus routes for the event days with Bournemouth Borough Council and will be responsible for any charges incurred in doing so.
- 6.2. The Supplier will be required to work alongside Bournemouth Borough Council to produce a schedule of buses for all services including the peak times each day once the core content has been confirmed.
- 6.3. Bournemouth Borough Council will employ a Park & Ride Co-ordinator who will manage the operation of the Park & Ride sites. In addition, the Council will employ a supervisor, cashiers and stewards for each site.
- 6.4. The drop off point for all sites will be on Manor Road on the East Overcliff (see attached map - 'Park and Ride - Bus Stops'). Each route will be colour coded.

- 6.5. The Supplier will be required to provide a supervisor at each of the Park & Ride sites and at the drop off / pick up point to manage the buses.
- 6.6. The Supplier is responsible for providing an overall manager who will be the main point of contact for the organiser. The manager will be responsible for actioning any requests made by the organiser.
- 6.7. The Supplier is responsible for supplying all buses, drivers and fuel for the event within the tendered amount.
- 6.8. The Supplier must ensure that all drivers used in the provision of the service are competent and possess an appropriate driving licence and that all drivers comply with the requirement of relevant licences and all other legal obligations including driver hours and working time regulations.
- 6.9. The Supplier must ensure that all buses are clearly marked as the Air Festival Park & Ride.
- 6.10. The drivers of each bus must check and collect the return tickets.
- 6.11. Kings Park will be advertised as suitable for disabled users along with other advertised car parks. Buses must be suitably adapted to transport disabled passengers where necessary.
- 6.12. In the event of an incident resulting in the closure of one or more of the Park & Ride sites, cars will be redirected to a contingency site. Buses from the closed site will be required to divert to this site at short notice.
- 6.13. The Supplier will be required to participate in all Traffic Management Safety Advisory Group meetings with the Council and other agencies. These meetings will agree sites, use of the sites, Park & Ride logistics and bus routes to the event.
- 6.14. The Supplier will be required to attend site meetings as required in the preparatory period prior to the event.
- 6.15. The Supplier will be required to attend daily morning operational briefings during the event with the event management staff and emergency services.
- 6.16. The Supplier is responsible for all equipment brought onto site and for ensuring all insurances are obtained and contractual obligations are met.
- 6.17. The Supplier is responsible for all staff conduct, consequential and injury loss.

7. Additional Requirements

- 7.1. In addition to the Park & Ride sites a trader's bus will be required to take traders back and forth from Kings Park (BH7 7AF) to the event site on the event days. The trader's bus will need to do additional drop off and pick up points each day at Bournemouth and Boscombe Piers. There will be one service in the morning and one in the evening, exact times to be confirmed with the successful supplier.