

## **Expression of Interest – Opportunity to lease land for Christmas Activities**

Expressions of interest are invited from interested companies to bring a family Christmas offer to be located on the grassed area of Crowtree Road (identified in Appendix A) from 19 November 2020 – 3 January 2021.

Sunderland city centre has for many years benefited from various Christmas activities, and for the past two years a tipi has been successfully located in this space with a bar and entertainment offer. There will be no Christmas offer on Keel Square in 2020.

The Council is seeking a company with a proven track record in delivering quality activities and events to lease the space during the 2020 Christmas period.

The offer must be tailored to adults and families alike and it must be sustained throughout the designated operating period.

Please note that the event site is adjacent to the Bridges Shopping centre and there are a number of bars and restaurants in the nearby vicinity, so this offer would be viewed as complimentary, not exclusive in that area.

Companies should submit their detailed proposal, to include:

- Detailed overview of the proposed Christmas event/activities
- Full list of all proposed infrastructure that will be on site
- Images of infrastructure/activities
- Suggested set up date on site / Suggested date off site following derig
- Proposed operating hours (subject to planning)

The proposal, along with a suggested bid should be submitted to [events@sunderland.gov.uk](mailto:events@sunderland.gov.uk) by Friday 28 August 2020.

### **Items for consideration**

#### **Planning Permission**

Any structures being erected on this land for more than 28 days would be subject to planning permission. All costs associated with the planning application would be the responsibility of the company.

The area has some retail and residential properties located adjacent to it, and therefore a noise management plan will be required in this regard as part of the planning application.

#### **Licenses**

Appropriate licenses would need to be secured in relation to the sale of food, goods or alcohol, and in some instances a license may be required for entertainment dependent on what is proposed. For more information on licensing, please contact [licensing@sunderland.gov.uk](mailto:licensing@sunderland.gov.uk).

A land license would be required at a cost of £150 + VAT.

#### **Covid -19 guidelines**

The Event Organiser would be responsible for ensuring that the event/activities adhered to all relevant Covid-19 guidelines throughout operation. A comprehensive Covid-19 risk assessment and management plan will be required.

#### **Fees**

The organiser would be responsible for all costs associated with the set up of the site including fees associated with planning permission and all relevant licenses.

For more information regarding this opportunity please contact Victoria French on 07823444077 or [victoria.french@sunderland.gov.uk](mailto:victoria.french@sunderland.gov.uk).

## **Appendix A – Site location**

The site location is identified below and includes the grassed area only. Please note that the compound and hardstanding are not available and access to these areas must be maintained at all times. Any proposed activity should take this into consideration.

