



APPENDIX 1 - SPECIFICATION FOR BARS AND HOSPITALITY FOR BOURNEMOUTH AIR SHOW 2024

Commercial Operations

DN708602

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Contents

1. Introduction
2. Scope
3. Background – Bournemouth Air Festival
4. What to Expect in 2024
5. Requirement
6. Operational Details
7. Lot 1 – Bournemouth Pier
8. Lot 2 – Casual Seating Area
9. Lot 3 – VIP Hospitality
10. Lot 4 – Boscombe Bar and Food
11. Lot 5 – East Cliff Viewing Platform
12. General Conditions for all Lots

1. Introduction

- 1.1. BCP Council ('The Council') is seeking bids from suppliers to operate either bar or hospitality service at nominated sites for the Air Festival. This will be awarded on a site-by-site basis.

2. Scope

- 2.1. The contract is for 1 year, from June 2024 – September 2024.
- 2.2. The contract will start for the year 2024 with the intended Air Festival dates being Thursday 29th August – Saturday 31st August.
- 2.3. The Council does not guarantee that the Air Festival will remain the same or continue entirely. The continuation of the festival is dependent on successful funding and sponsorship for each year.

3. Background – Bournemouth Air Festival

- 3.1. The Bournemouth Air Festival will take place over three days in August. **The dates for 2023 are Thursday 29th August – Saturday 31st August.**
- 3.2. The Bournemouth Air Festival will take place along Bournemouth Seafront, Overcliff, Bournemouth Town Centre and the Lower Gardens. It will be centred on the length of beach from Bournemouth to Boscombe Pier. It will be the Air Festival's 15th annual event. The event is free to the general public and attracts over 600,000 people ranging from families to event enthusiasts over four days.
- 3.3. Staged for the first time in 2008, the Bournemouth Air Festival now has a worldwide reputation for excellence and a first-class team behind it's delivery. With commitment from the armed forces, more than 20 hours of flying, trading from 10am – 10pm, (6pm on Sunday) dusk displays and live music the festival, which is free to view event, sets itself apart from any other event.
- 3.4. Since 2008 there have been more than 280 hours of aircraft displays and in 2015 the event was awarded the highest accolade in the Tourism industry, 'Gold' by VisitEngland.

4. What to Expect in 2024.

- 4.1 The event site, located between Bournemouth and Boscombe Piers, hosts 1.5 miles of trading and brand engagement opportunities alongside exhibition stands, catering and fantastic interactive military villages.
- 4.2 The flying display programme features with fantastic military and civilian aviation display teams and, out at sea, an offshore Naval presence unique to Bournemouth.

5. Requirement

- 5.1 BCP Council is looking for fresh and unique bar offerings with high quality in their design which will fit in a thriving and contemporary town and a family style event.

5.2 We are not looking for high volume fast output bars but a quality look and experience to compliment an orderly and flourishing site.

5.3 Bournemouth has 5 sites that it is looking at letting separately in four Lots, suppliers can apply for as many of the lots as they want to. Each lot will be evaluated and awarded separately.

5.4 Please see the details of the separate lots below:

6. Operational Details

Air Festival	
Festival Dates	Thursday 29 th August – Saturday 31 st August 2024.
Number of Sites	7
Number of Sites Available	<u>5</u>
Locations of Sites Available	Lot 1 – Bournemouth Pier Lot 2 – Casual Seating Area Lot 3 – Hospitality Lot 4 – Boscombe Food and Bar Lot 5 – East Overcliff (Top of East Cliff Zigzag)
Location Size	Lot 1 – 600 sq M Lot 2 - 40m x 30m (Site visit advised please see details below) Lot 3 - 70m x 30m Lot 4 – 40m x 20m (Site visit advised please see details below) Lot 5 – 35m x 6m (Site visit advised please see details below)
List of Site Plans	Appendix A - Lot 1 Site Map Appendix B - Lot 2 Site Map Appendix C - Lot 3 Site Map Appendix D - Lot 4 Site Map Appendix E - Lot 5 Site Map
Sites <u>not</u> Included	There are two existing seafront operations within the Air Festival site, these are shown in a map on 'Appendix F - Map of all Locations'
Trading Hours	10:00 – 22:00 hours
Breakdown	08:00 – 22:00 on the last day of the event until 10am on the Tuesday after the event.
Restrictions	<p>There will be no movement of vehicles on or off the site between operating hours. Vehicle access will be between 06:30 hours & 08:30 hours, 17:45 hours & 18:30 hours and 22.45 and 23.30 on event days. The organiser will advise the Supplier of any changes to vehicle access times.</p> <p>Please note these times are subject to change if the event organiser deems the event too crowded for vehicle movement.</p>

7. Site Visits

7.1. For some of the sites it is recommended that a site visit is undertaken. Site visits can be arranged by emailing alison.perrins@bcpcouncil.gov.uk please email by 18th March 2024 for this to be arranged.

- 7.2. Any clarification questions raised in these visits that are relevant to all bidders will be shared with all potential bidders via the clarification log as part of the tender documents.

8. Lot 1 – Bournemouth Pier

- 8.1. This site is located at Bournemouth Pier, the area with the highest footfall.
- 8.2. The bar will be located on the sandy beach and must be themed and/or an experience in keeping with the nature of the event and beach location. The experience and visual presentation of the bar is extremely important. Visual images of the layout and content must be supplied as part of the offer. This is not just a bar unit, it is a themed unique offering providing an additional element of content.
- 8.3. A site plan which is to scale must be provided including theming.
- 8.4. All entry must be pre-booked or ticketed and a pricing structure must be submitted with this tender.
- 8.5. The general feel of the bar should be a VIP experience which must include seating and a covered area.
- 8.6. There must be a food offering included within the area.
- 8.7. The beach area must not exceed the dimensions set out in 'Appendix A – Lot 1 Site Map' tide dependant, the maximum height for any structure is five meters.
- 8.8. The bar must supply toilets.
- 8.9. There will be no hardstanding space it will all be on the sandy beach, if hardstanding is required the bar operator must provide this at their own cost.
- 8.10. There is a premise licence in place which is currently being varied to include this site.
- 8.11. There is no access from the hardstanding promenade to the site. Access will need to be from a slip, see 'Appendix A – Lot 1 Site Map', and access must be provided for non-able bodied personnel to gain access to the site.
- 8.12. Please note there will be incidental event noise from PA and a simulator in situ for the duration of the Air Festival noted in 'Appendix A– Lot 1 Site Map'.
- 8.13. There will be fireworks from the Pier on both Friday 31st August and Saturday 1st September.
- 8.14. Any sponsorship must be pre-agreed in writing with the council, to ensure there is no conflict with event sponsors.

9. Lot 2 – Casual Seating Area

- 9.1. This option is for a casual seating area with bar and food. It is located under the central flight line. Previously BCP Council have run this area with reserved seating sold pre-event.

- 9.2. The site is located at the bottom of Toft Zigzag, on the sandy beach see 'Appendix B - Lot 2 Site Map', it must be themed and/or an experience in keeping with the nature of the event and beach location. The experience and visual presentation of the area is extremely important. Visual images of the layout and content must be supplied as part of the offer
- 9.3. The presentation of the area should be a stylish beach offer tickets can be sold pre-event or on the day.
- 9.4. The site is located on the sandy beach, if Trakway is required BCP Council can supply this but it will be at an additional cost to the operator.
- 9.5. The beach area will be a maximum of 40 metres in length x 30 metres in depth The maximum height of any structures is five metres. All aspects of this beach bar must fit inside this area.
- 9.6. The Council will require details on the presentation/theme of the casual seating area and photographic/visual images evidence for this.
- 9.7. The operating hours are from 10am – 10pm daily. With the option to extend prior to the bank holiday. This agreement will need to be agreed with seafront services on approval of the tender.
- 9.8. The Supplier will need to apply for a TEN for this area.
- 9.9. There is the option to link ticket sales from the official Air Festival website for this area.
- 9.10. There is a site plan located in 'Appendix B – Lot 2 Site Map', a site visit is advised.

10. Lot 3 – VIP Hospitality

- 10.1. This option is for a high-end VIP Hospitality experience located under the central flight line, please see 'Appendix C – Lot 3 Site Map' for a site plan. Previously BCP Council have run this opportunity in house but for 2024 are offering the option out to tender.
- 10.2. This site is located at the bottom of Toft Zigzag on the sandy beach and must be themed and/or an experience in keeping with the nature of the event and beach location. The experience and visual presentation of the bar and restaurant is extremely important. Visual images of the layout and content must be supplied as part of the offer. This is a themed unique offering providing an additional element of content.
- 10.3. The presentation of the area should be a high-end VIP bar and restaurant offering seated dining.
- 10.4. The beach area will be a maximum of 70 metres in length x 30 metres in length (tide dependent). All aspects must fit inside this area.

- 10.5. The Council will require details on the presentation/theme of the VIP hospitality area and photographic/visual images evidence for this.
- 10.6. The operating hours are from 10am – 10pm daily.
- 10.7. The VIP hospitality area should be pre-sold and ticketed due to the number of bars onsite this area shouldn't offer a walk-in option.
- 10.8. The Supplier will need to apply for a TEN for this area.
- 10.9. There is the opportunity to incorporate live music subject to a detailed noise management plan and sign off from the Council.
- 10.10. This site will be the official Air Festival Hospitality and will be marketed on the official Air Festival website and social media channels.
- 10.11. The supplier must provide 10 complementary tickets to the Council for sponsors
- 10.12. Additional tickets may be purchased from the supplier, this should be at a discounted rate.
- 10.13. The supplier will be required to host a DEMC breakfast event on Friday 30th August from 7.30am - 10:45am. The supplier will need to provide breakfast bap (including a vegetarian alternative) and tea and coffee for 200pax. Price of the breakfast event must be provided within the tender; the cost of the food and drink will be covered by the Council.

10. Lot 4 – Boscombe Bar and Food.

- 10.1. This option is for a bar with dinner and show option and is located towards Boscombe Pier on the sandy beach, see 'Appendix D – Lot 4 Site Map'.
- 10.2. The experience and visual presentation of the bar is extremely important and must be themed and/or an experience in keeping with the nature of the event and beach location.
- 10.3. The experience and visual presentation of the bar is extremely important and must be themed and/or an experience in keeping with the nature of the event and beach location.
- 10.4. This is a themed unique offering providing an additional element of content.
- 10.5. This offer is for both drink and food, details of which must be provided to the Council within the tender.
- 10.6. The operating hours are from 10am – 10pm daily.
- 10.7. This area is 40m x 20m, a site visit is advised.

11. Lot 5 – East Cliff Viewing Platform

- 11.1 This location is an exclusive opportunity for a business to create a viewing platform and experience for business clients and staff.

11.2 This offer can include both food and drink, details of which must be provided to the Council within the tender.

11.3 This is purely a ticketed opportunity with no walk ins or off sales allowed.

11.4 The operating hours are from 10am – 10pm daily

11.5 The area is 60m x 14m (the site thins at the end, please see map in 'Appendix E – Lot 5 Site Map'.

12 General Conditions for all Lots

12.1 If it is required, it is the Supplier's responsibility to apply for a Temporary Event Notice (TEN) for each bar unit(s). The Supplier must abide by the requirements of the TEN to include the restriction of a maximum of 499 people at any one time within the designated bar area. The TEN must be applied for through BCP Council's Licensing Team no less than 3 weeks prior to the event start date. The cost for the application is £21.00 per bar area. The Supplier will not be allowed to trade without a TEN as per the Licensing Act 2003.

12.2 If a premise licence exists on the area the Supplier must adhere to the terms and conditions of that licence and will take on the DPS transfer.

12.3 The designated drinking area but must be fenced (provided by the Supplier) and access controlled by SIA registered door staff throughout the bar opening times. The Supplier must provide SIA registered door staff at their own expense.

12.4 All drinks must be served in polycarbonate containers.

12.5 Under 18's in the designated drinking zone must be accompanied by an adult and the Supplier must enforce a challenge 25 policy. A refusal log must be kept on site and will be checked by licencing and emailed to the council daily.

12.6 The Police or authorised officer of the Council can request the closure of the licensed premises if they consider it necessary for the prevention of crime, public safety, protection of children from harm or nuisance. The Supplier must comply with this request.

12.7 A list of all drinks on sale must be approved by the Council two months in advance of the Event. The Council reserves the right to refuse to allow the sale of specific products if they are deemed inappropriate. The Supplier is prohibited from selling any other items apart from beverages.

12.8 The Supplier must supply the bar units and is responsible for the sighting and removal of the units subject to the direction of the event staff. The decoration of the units must be of a good standard and themed to suit each festival. The council reserves the right to remove a unit if it is not up to standard or does not resemble the pictures provided as part of the tender submission.

12.9 An agreement will be drawn up between the Supplier and the council detailing all of the requirements. The Supplier will be required to pay a non-refundable 50% deposit + VAT to the Council on signing of the Contract for 2024. The remaining rental + VAT will be

due by Friday 5th July 2024. If the rental is not paid by this date the contract will be cancelled and the deposit retained.

- 12.10** If any of the conditions included in this specification are breached during the Event dates the Organiser or their representative will have the authority to either deduct money from the reinstatement deposit and/or close down the offending unit for the remainder of the event.
- 12.11** The Supplier will be responsible for providing a Bar Operations Manager who will be the main point of contact for the organiser in reference to the bar units before, during and after the event.
- 12.12** Subletting is not permitted.
- 12.13** The of units will only be allowed with the event organisers consent. Before agreeing to any sub-letting the Council will require details of the company being offered the concession. Notice of the intention to sub-let any concession, must be given at the time of submitting your tender offer.
- 12.14** The Supplier must provide their own power supply for each unit which must be a super silent diesel generator. All generators must be switched off within 15 minutes of the closure of the bar units on each evening.
- 12.15** The Supplier will provide adequate sanitary arrangements to include hand washing facilities for each unit. The units must be adequately lit and conform to all UK health & safety, licensing, food hygiene, labelling, storage, fire and other statutory requirements to the satisfaction of relevant BCP Council Officers. Drinking water is available from taps throughout the event site.
- 12.16** Each unit must hold adequate fire equipment, and staff must be trained to use this equipment in case of fire.
- 12.17** The Supplier's exact LPG requirements will be discussed once the contract has been awarded, but no spare bottles will be allowed on site.
- 12.18** The Supplier will be required to provide confirmation both of public liability insurance to a value of £5 million and employer's liability insurance to a value of £10 million along with their safety manual and a risk assessment for every aspect of their operation including a fire risk assessment. This will need to be provided to the Council two months prior to each festival. Our Health and Safety and Fire Safety department will be doing checks on the lead up and during each event. Without all relevant paperwork you may be asked to leave the site and the contract will be cancelled.
- 12.19** The Supplier must provide proof of their Personal License as well as their DPS and display clearly above their bar unit.
- 12.20** If the Supplier is bringing any third parties onto site, public liability insurance to a minimum value of £5 million must be provided to the council at least 2 months prior to the event start date.
- 12.21** The Supplier is responsible for all stand conduct, public handling of exhibits, all consequential and injury loss.

- 12.22** The Supplier is responsible for all equipment brought onto site and for ensuring all insurances are obtained and contractual obligations are met.
- 12.23** The Supplier is responsible for the safe removal and disposal of all flammable substances from the site.
- 12.24** The use of public address microphones, amplifiers music on the bar units is prohibited, only low-level background music will be allowed unless agreed by the event organiser.
- 12.25** Roaming overnight security will be on site 24 hours a day however all equipment is left at the owner's risk. Extra security can be organised at an additional cost to the Supplier through the official event security company.
- 12.26** Camping / overnight stays are not permitted on site.
- 12.27** The area around the bar units must be kept tidy, and the Supplier must provide their own on-site bins. The Supplier is responsible for the removal of all litter associated with the bar units and placing this litter in the bins provided.
- 12.28** Set up will be within the hours of 0700 - 1900 two days prior to the event start date; this being Tuesday 29th August for 2023. The organiser will advise the Supplier of any changes to vehicle access times. The Supplier will provide a build schedule four weeks prior to the build start date to be agreed by the organiser.
- 12.29** An offsite car park is available for exhibitor vehicles with a valid pass and a shuttle bus provided to and from the site. No vehicles may remain onsite during the event times.
- 12.30** There will be no movement of vehicles on or off of the site between operating hours. Vehicle access will vary between 06:30 hours & 08:30 hours, 17:45 hours & 18:30 hours and 10:45 – 11:30 on event days. The organiser will advise the Supplier of exact vehicle access times before the event.
- 12.31** The Supplier must arrange for refuse / litter disposal to the satisfaction of BCP Council. All costs incurred for this will be met in full by the Supplier.
- 12.32** All units must trade until 6pm on the last day of the event, this being Sunday 3rd September. No units will be allowed to break down any aspect of their operation before this time. Units must be removed from site by 1000hrs on the Tuesday after the event, this being 3rd September 2024.
- 12.33** No balloons are to be sold, given away or used to decorate attractions.
- 12.34** The Supplier is prohibited from using golf buggies or similar vehicles along the event site.
- 12.35** No roving sales are allowed. All sales must be made from the bar units.
- 12.36** The Supplier is prohibited from placing signs or any other objects outside the front of their unit (including tables and chairs) onto the Promenade. The only exception to this is the placing of one waste bin.
- 12.37** The Supplier is responsible for the removal and disposal of grey water which must not be discharged into the surface water drains. A minimum charge of £100 + VAT per drain for blocked drains will be applicable should this be breached.

- 12.38** Environmental Health, Licensing and Trading Standards Officers will be on site before and during the event and all bar units will be regularly inspected.
- 12.39** BCP Council shall not be held liable or responsible for any injury to the Supplier or their employees, agents, guests or visitors while within the confines of the space/s allocated to the caterer within the event site. Nor shall the organiser be liable for any loss or damage to any goods from any cause whatsoever while the same are in transit to or from the event or while they are in the allocated catering space.
- 12.40** BCP Council reserves the right to add and remove events from the Council's tourism calendar as required. The Council does not guarantee that the Air Festival or any other major event that is added to the Bournemouth Tourism calendar during the length of the contract will remain the same or continue entirely.
- 12.41** A review will be taken after the operation of 2023 where the Council may offer to continue with the license agreement. This will continue for 2024 and 2025 subject to the Air Festival taking place.
- 12.42** If a sponsorship agreement is made between the council and a drinks brand, the Supplier will need to liaise directly with the brand for an agreement on stock.
- 12.43** The Supplier will need to ensure you have enough stock on site for the whole day as vehicle access is not permitted under any circumstances outside the vehicle access times.
- 12.44** The Supplier must adhere to the security terms set out below. All vehicles must be pre-registered to gain access onto site including make, model, colour and registration. Without pre-registration, you will need to go through stringent checks to be allocated a vehicle access pass and access to site.
- Vehicles may be subjected to random vehicle searches
 - Each vehicle will have a unique vehicle pass which **cannot** be transferred between vehicles, if you need to an additional vehicle access pass they can be purchased at a cost of £35 + vat. This is subject to availability. We strongly suggest pre-booking passes.
 - Vehicles will not be allowed to stay onsite unless previously agreed with a member of the commercial team, any unattended vehicles without permission or accreditation will be clamped and you will be charged £100 release fee.
 - No keys are to be left in unattended vehicles at any time, this will result in your vehicle being clamped and you will be charged £100 release fee.
 - No rubbish/bin bags are to be left in around your stand all rubbish must be tidied into the Euro bins provided.
 - All rubbish must be placed in clear bin bags which you will need to provide, checks will be made on site at the start of the day.
- 12.45** Exhibitor passes will be individually numbered with company name on. Any loss of pass must be reported immediately. Passes must not be worn off site. Please be vigilant and check your surrounding area, if you see anything suspicious then please tell a member of security, your zone manager or one of the commercial team who will be onsite.

- 12.46** Sites must be fenced with suitable exits sufficient capacity and exit rates calculated.
- 12.47** Marquee structures must adhere to fire regulations and must be securely and safely constructed.
- 12.48** A risk assessment and separate fire risk assessment for the installation must be provided to the Council by the Supplier a minimum of 6 weeks prior to the event start date. The risk assessment must include an assessment of the four licensing objectives: Prevention of crime and disorder; public safety, protection of children, prevention of public nuisance.
- 12.49** The Supplier will be required to provide Public Liability Insurance to the minimum value of £5 million and Employers Liability Insurance to the value of £10 million.
- 12.50** An electrical installation certificate must be supplied for all electrics onsite. This must be installed and completed by a competent person. All electrical appliances must be PAT tested.
- 12.51** Any fork lift trucks used on site must have relevant documents on formal service inspection along with relevant training certificates for operating it. All paperwork must be available onsite for inspection.
- 12.52** The Supplier must comply with the Working at Height regulations 2005 and cover this within their paperwork.
- 12.53** The Supplier is responsible for ensuring they meet their duties under the Health & Safety at Work Act 1974 and relevant regulations under the Management of Health & Safety Regulations 1999.
- 12.54** All vehicles should be provided with a banksman for any movement requiring reversing of a vehicle.
- 12.55** The site is a public open space and therefore access to the footpaths must be given at all times to the public passing through. Work areas must be suitably sectioned off in order to create a safe working environment.
- 12.56** The Supplier is responsible for ensuring that anyone using equipment or machinery during the event has suitable guards and safety devices in place. All machinery must be properly maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- 12.57** Alcoholic and soft drinks must be served in recognisable containers in order to differentiate between the two.
- 12.58** The supplier must provide training to all staff and a log of this must be submitted to the council a week prior to the event start date.
- 12.59** The supplier must have a refusals log onsite which must be submitted to the council at the end of each day.

12.60 The supplier will be required to join a 'bars whatsapp group' with all other operators on site which they must monitor and must share any refusals in throughout the event.