

Christmas Fayre 2020

Destination Bar Tender Information

SALISBURY
CITY COUNCIL



Event Details

Salisbury City Council will be running Salisbury's Christmas Fayre for 2020

For the 2020 Salisbury Christmas Fayre there is an opportunity to tender for a destination bar service where customers will consume the product on site.

This tender is for one year only (2020)

Venue: The Guildhall Square, Salisbury

Date: Thursday 19th November— Thursday 31st December 2020

Hours of Operation:

The Christmas Fayre consists of an ice rink, around 40 retail chalets and a food offering. Customers come to enjoy a festive atmosphere and to enjoy the quality of the products, food and entertainment on offer.

Submitting Your Tender

Details should be sent for the attention of Jo Wood at the email:

christmasfayre@salisburycitycouncil.gov.uk

Or returned to:

Christmas Fayre Team

Salisbury City Council

The Guildhall

Salisbury

Wiltshire

SP1 1JH

Salisbury City Council will notify you to confirm that your tender has been received. Submission of a tender does not guarantee your pitch at the event.

Closing Date for Applications is 11th April 2020

Applicants will be notified about the success of their application by 30 April 2020

This is an opportunity to tender for a professional bar operator. Salisbury City Council is looking for innovative proposals offering a high quality bar for the hundreds of visitors who attend the event.

Tender Application

The tender document should be written and should include your full company address and contact details as well as the following information with any supporting documentation you wish to include.

1. Experience: Background information about you and your relevant experience. This should include your experience of operating at outdoor events. You may be asked to provide references should your tender be accepted.
2. Innovation: The destination bar is a key part of the Christmas Fayre offering, adding to the vibrancy of the area and offering a dry space for visitors to shelter from inclement weather. Include details of the structure you propose and its suitability for inclement weather. Provide details of the internal look and feel paying particular attention to the seasonal / festive occasion and the engagement of local suppliers and produce.
3. Details of your pricing policy—this may be subject to further discussion but for tender please include the prices you would intend to charge.
4. Draft profit and loss based on the information given
5. Copy of public and employers liability insurance certificates
6. Detail on how you plan to operate the bar and manage the back of house area, including staffing levels
7. Policy on ensuring that your bar meets the requirements by the council relating to the sale of alcohol challenge 25 policy.

All financial and commercially sensitive information will not be transferred to any third party and will be used solely by Salisbury City Council for the purposes of this tender only.

Applications should demonstrate:

- How the offer will have competitively priced products
- How the offer will be of a high quality
- The day to day operation of the bar—including who will be the onsite contact and responsible person
- Inclusion and promotion of local suppliers and other market traders products where possible
- Consideration to the structure and internal fixtures and fittings as provision of this will be required by the operator
- Consideration should be given to the decoration and internal set up so that it adds significantly to the overall appeal of the market and is in keeping with a high end appearance. Lighting and decorations are permitted but must be of appropriate quality and meet with commercial regulations
- How the space can be available as a community asset
- Provision must be made for food bought from Christmas Market retailers to be consumed within the bar premises and consideration should be given to how this is managed

Key Criteria

Each tender will be scored 1-5 on each of the above criteria. 1=poor to 5=excellent, therefore each tender will be scored out of a possible 40. This process will be followed for each application ensuring continuity and consistency throughout.

- Experience
- Product range and quality
- Locality to Salisbury
- Price of items on offer
- Image and presentation
- Pitch fee offered
- Innovation
- Health & Safety and Hygiene

Pitch Fee

- Guideline pitch fee is set at £12,000 and this is the minimum tender that will be accepted. Applicants may offer above the guideline price. The tender value you are offering should be for the full duration of the Christmas Fayre.
- Price is only one of the criteria that applicants will be scored against—the highest tender value will not automatically constitute the contract being awarded.
- Payment terms will be agreed following the contract being awarded.

Pitch Fee will include:

- A power supply installed by designated event electricians. Requirements for this should be indicated in your tender but will be subject to further discussions on the awarding of contract.
NB Power supply is for lighting/fridges/small appliances for the bar. Supply of power for any heating will be the responsibility of the winning tender.
- 2 x 1500l bins—one for general waste and one for plastics
- 3 x 50l bins for glass waste
- Security as required by the Premises Licence. Monitoring this and any additional provision required will be the responsibility of the operator in consultation with the Event Manager and the site security contractor
- Event marketing and promotion
- On-going support from the Event Management team throughout the planning and operational phases of the event

The Selection Process

Salisbury City Council is committed to a transparent tender process ensuring that both commercialism and localism are accommodated in equal measure. The selection process will be based on the information provided so applicants are encouraged to be comprehensive and include all information that you wish the organisers to review.

The information provided in the tender will be subject to review by Salisbury City Council Events team and each tender will be scored in exactly the same way and marks will only be awarded for features that have been described in writing—no assumptions will be made.

Stall/Vendor Terms and Conditions

Applications

Salisbury City Council will notify you to confirm that your application has been received. Please return your tender **by 11th April 2020**.

Please note that submission of an application/tender does not guarantee a pitch at any of our Events or Markets.

Payment

Please do not send payment with your completed application. Payment will be required once your successful application has been confirmed. An invoice will be sent to you to request payment, a payment plan can be agreed, full payment must be made at least 14 days prior to the Christmas Fayre start date.

Failure to pay beforehand will result in the tender agreement ending

Set-up and Break-down

You will be allocated your area upon arrival to the site for set-up. The area you are given is non-negotiable.

The bar must be ready and open with staff present for the stated opening time of that day.

All equipment must be contained within the space allocated.

Restricted unloading and loading will be available on site, however parking is not available. We advise you to park in a nearby car park, but please note that parking permits are not included.

You will be expected to unload everything from your vehicle and remove the vehicle from site.

All areas of the bar should be maintained in a good state of repair and condition to the satisfaction of the Market Officer.

All stalls are required to have signage on them. This signage must be suitable, safely secured, and not exceed the boundaries of the allocated area.

All vehicle movement associated with the Christmas Fayre operation shall, regardless of the time of day, be at a maximum speed of 5 miles per hour and hazard warning lights must be on.

No Trader has any rights to trade from any specific location within the Christmas Fayre, regardless of previous attendance. The agreement is to be able to trade from the Christmas Fayre only, not from a specific location within that Christmas Fayre.

Electricity

All Traders using the Council power supply need to ensure that all portable appliances (light fittings, computer tills, scales, music systems, refrigeration equipment etc.) have been Portable Appliance Test (PAT) within the last year, and can provide evidence of such.

The Council cannot guarantee the use of their electrical supply to any stallholder and can refuse allocation of power.

Leaflets

Leaflets are not to be given out at this event. Leaflets can be placed on the stand for the public to pick up if they so wish, however the flyering of leaflets is prohibited at this event.

Security

Limited general security will be on site. Traders are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by The Organisers.

Subletting

Stall holders are not permitted to sublet, sub-contract nor share any part of their allocated site.

Health and Safety

Salisbury City Council regard with the utmost importance the Health and Safety of employees, our customers and the public who attend the Christmas Market. The Council will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general.

Stall Holders must take responsibility for health and safety and abide by the appropriate regulations and codes of practice.

Noise

Amplified music and PA systems are not permitted, unless this is crucial to your stall; if so please specify this on your application form.

Cancellation

If you are unable to attend the Christmas Fayre please inform the Christmas Fayre Team ASAP.

Please note that your stall fee is non-refundable. In the unlikely event that Salisbury City Council has to cancel an event you will be contacted as soon as possible to make you aware. Salisbury City Council cannot be held liable for any travelling expenses you may incur. If Salisbury City Council has evidence to prove that an exhibitor has not been professional in their dealings with customers, they have a right to cancel the stall.

Health and Safety

Salisbury City Council regard with the utmost importance the Health and Safety of employees, our customers and the public who attend the Christmas Fayre. The Council will do everything reasonably practical to prevent injury to individuals and to protect employees and property in general.

Stall Holders must take responsibility for health and safety and abide by the appropriate regulations and codes of practice. Traders will be responsible for the management and removal of their own waste: except where specifically agreed by the Christmas Fayre Team

Cancellation

If you are unable to attend the Christmas Fayre please inform the Christmas Fayre Team ASAP.

Please note that your stall fee is non-refundable.

In the unlikely event that Salisbury City Council has to cancel an event for reasons such as adverse weather conditions, you will be contacted as soon as possible to make you aware. Salisbury City Council cannot be held liable for any travelling expenses you may incur.

If Salisbury City Council has evidence to prove that an exhibitor has not been professional in their dealings with customers, they have a right to cancel the stall.

Postponement or abandonment

In the event of postponement or abandonment for any reason whatsoever, or in the event of failure or curtailment of any supplies, services or facilities afforded to the stall holders due to strikes, lock-outs, bad weather, acts of God, third party or other circumstances, at any time, The Organisers shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the traders prior to, during or after the event.

Conduct of Traders

A Trader must conduct themselves in a manner befitting a Event/Market managed by the Council and in accordance with these terms and conditions.

Any use of offensive language or any act which may cause offence to other traders, member of the public or the Council employees or representative of The Council is strictly forbidden. Such behaviour will result in you being asked to leave the Christmas Fayre.

Prohibited Items

The following lines are expressly prohibited and must not be sold on the Christmas Fayre; medicines/ drugs, combat knives, air guns, cross bows, other offensive weapons, items of a pornographic nature, fireworks, pets, animals, fish or livestock. This list is not exhaustive and other items may be prohibited by the Christmas Fayre Team.

Compliance

All traders shall observe and comply with, in addition to these terms and conditions, all relevant laws and other directions, codes of practice or guidelines imposed by The Organisers and/or any law or other competent authority applicable to the Christmas Fayre.