



Filton Festival

Tender Specification

SPECIFICATION

FOR THE EVENT MANAGEMENT OF THE FILTON FESTIVAL

Filton Town Council's Vision:

'To celebrate, with all the communities of Filton, the heart and soul of the town in the unique setting of Elm Park on 6th July 2025.'

Festival Background:

The town has held a Festival for 24 years (first held in 2001) which takes place during a Sunday in summer each year and which regularly attracts in excess of 2000 visitors and participants over 1 day (which we are looking to grow).

1. AIMS OF THE FILTON FESTIVAL

- I. To showcase Filton's talent and heritage.
- II. To be accessible to Filton's diverse communities.
- III. To officially launch Council services such as the refurbished skateboard park and Multi Use Track and other facilities.
- IV. To highlight the 25th anniversary of the Filton Festival in 2026.
- V. To showcase Filton as an attractive place to live or visit.
- VI. To boost Filton's economy.
- VII. To be economically and environmentally sustainable.

2. CONTRACT OVERVIEW

The Contractor will manage all aspects of production of a Filton Festival on 6th July 2025.

Over the last few years, Filton Town Council carried out pilot events and consultation looking at the role and opportunity that the festival provides for the town. Building on these findings Filton Town Council wishes to appoint a contractor who can develop and grow the festival within its aims, and its changing relevance for the town. The council would welcome ideas on the development of the festival.

Three key areas we are looking as part of the on-going development of the festival are maintaining and improving accessibility at the festival, involving more residents, and opening up more opportunities for local communities and young people both within the planning, operations and creatively. We also expect ideas around crowd and alcohol management, waste and environmental sustainability.

3. THE CONTACTORS' ROLE

- I. Ensure the festival is accessible and welcoming to a diverse audience, predominantly from within a 20 mile radius, and maintain and increase recognition for the festival locally and regionally.
- II. Develop and sustain beneficial local partnerships.
- III. Ensure new, innovative and relevant ideas continue to be brought to the festival including programme and content development.
- IV. Make sure the highest standards of Event Management are adhered to including compliance with all relevant Health and Safety legislation and national guidelines.
- V. The contractor should work with local organisations such as WECIL to further improve the festivals access, and maintain or improve the festivals potential for gold ranking with Attitude is Everything.
- VI. Work with Filton Town Council and relevant agencies to continue to develop the Festival's alcohol management strategy.
- VII. Take public and stakeholder feedback into consideration in the development of the festival.
- VIII. Generate income to enable the festival to be delivered at a similar or greater scale to previous years and to balance this with the need to deliver a high quality, safe and sustainable event.
- IX. The contractor will be expected to mitigate against any normal wear and tear/damage to the site and to cover costs for any reinstatement (including associated staffing costs.)
- X. The contractor will be responsible for all event associated costs unless otherwise agreed with Filton Town Council.
- XI. The contractor will be required to liaise with Filton Town Council over programming and the mitigate against the damage to new surfaces and avoiding or managing areas of poor drainage.
- XII. In the event of extraordinary weather conditions prior to the event, dynamic assessments between the contractor and Filton Town Council officers will determine and agree measures required to protect sites whilst still delivering the festival. Filton Town Council will have the authority to cancel the event on the grounds of safety or significant risk of damage to any part of the site. Any such decision would be taken after consultation with relevant Filton Town Council and the contractor.
- XIII. The contractor will work with the council to develop alternative arrangements for the festival in the event of cancellations due to pandemic concerns.

4. FILTON TOWN COUNCIL'S ROLE

- I. Filton Town Council will retain named ownership of the event although the council accepts that named sponsors can front the event or particular zones/activities as part of the fundraising agreements developed by the contractor.
- II. The Deputy Clerk (supported by the Town Clerk) of Filton Town Council will lead on this contract.
- III. The Council's role will also hold vetoing rights on experiential/sponsorship agreements. This is to ensure appropriate content for a Council event. The Council's role in this respect will be equitable and consent to the contractor's proposals will not be unreasonably withheld.
- IV. As the commissioner of the event, Filton Town Council will not charge for use of its land as part of this contract.
- V. Appropriate council officers will be made available for press and media comments, interviews and launches as necessary
- VI. Manage public and stakeholder evaluation process including contractors, artist, performers, participants and concessions. Details on how this would be integrated into the festival programme and marketing will be agreed between Filton Town Council and the contractor prior to the festival.
- VII. Filton Town Council and contractor will meet with the Council Steering Group monthly to ensure on going relevance and community voice.
- VIII. Filton Town Council will provide a scope and vision report based on information gathered from the evaluations and feedback and the contractor's de-brief report to inform future planning and development of the festival.
- IX. Filton Town Council will provide a PR and marketing brief in line with the council's priorities and requirements.
- X. Maintain the right to withhold payment if milestones outlined within the payment schedule are not upheld.

5. MONITORING

The Contractor will;

- I. Meet with Filton Town Council's Deputy Clerk a minimum of once a month - meetings to be minuted by the contractor.
- II. Provide monthly reports. From May each year this will increase to fortnightly reports - Reports should include information on all aspects of the event including production, H&S, site footprint, content, fundraising and sponsorship progress and budget forecasting.
- III. Provide monthly budget updates with a detailed breakdown of all income and expenditure.

- IV. Be required to meet milestones aligned with the Key Performance Indicators (KPIs) and other milestones specified in accordance with the contract.
- V. Contractor and Filton Town Council will meet with the Council Steering group to ensure relevance and community voice.

6. EVENT PLANNING

The Contractor will provide Operational and Event Safety Management Plans for the approval of the Authorised Officers by the milestones schedule. - [See Appendix A](#)

6a. EVENT PLANNING ACTIONS

The Contractor will;

- I. Liaise with the Deputy Clerk and Open Spaces Team to ensure all spaces are booked for the appropriate build and break days as well as event days.
- II. Ensure all event documentation is submitted within the agreed dates.
- III. Organise multi agency planning and debrief meetings and table top exercise prior to event (if required).
- IV. Update and distribute Ops Plan, Event Safety Management Plan, risk assessments and contractor health and safety paperwork to all relevant blue lights services, Council Officers and stakeholders.
- V. Apply for and cover all costs relating to Premises License and Temporary Event Notices.
- VI. Apply for and cover all costs relating to PRS licences.
- VII. Ensure all documentation relating to Entertainment licenses are submitted within the appropriate timescales, in order to ensure that the festival can proceed with full legal compliance.

6b. HEALTH AND SAFETY

In addition to the Health and Safety provisions set out in the conditions of Contract, the Contractor shall;

- I. Carry out the Health and Safety obligations set out in Appendix B to this Specification.
- II. Inform the Council of any significant changes in Health and Safety Legislation that may affect the Event or the provision of the Services.
- III. Provide a detailed Health and Safety inspection schedule to be agreed by the Council.
- IV. Provide a detailed risk assessment in accordance with the requirements of Appendix A to this Specification covering all sections of the Event not less than 4 weeks before the Event.

- V. Provide an emergency plan in accordance with the requirements of Appendix B to this Specification, not less than 4 weeks before the Event, plus updates as required.
- VI. Notify Filton Town Council of any reported injuries or safety incidents.
- VII. In plans detail measures to minimise excessive noise from stages, any generators and positioning of concessions.
- VIII. Provide suitable levels of medical/First Aid provision.
- IX. Carry out the Health and Safety obligations set out in Appendix A to this Specification.
- X. Inform the Council of any significant changes in Health and Safety Legislation that may affect the Event or the provision of the Services.
- XI. Provide a detailed Health and Safety inspection schedule to be agreed by the Council.
- XII. Provide a detailed risk assessment in accordance with the requirements of Appendix A to this Specification covering all sections of the Event not less than 4 weeks before the Event.
- XIII. Provide an emergency plan in accordance with the requirements of Appendix A to this Specification, not less than 4 weeks before the Event, plus updates as required.
- XIV. Notify Filton Town Council of any reported injuries or safety incidents.
- XV. In plans detail measures to minimise excessive noise from stages, any generators and positioning of concessions.
- XVI. Provide suitable levels of medical/First Aid provision.

7. PRODUCTION

7a. EVENT SITE PRODUCTION

The Contractor shall;

- I. Act as CDM co-ordinator for the site and appoint contractors who work in accordance with [Construction \(Design and Management\) Regulations 2015](#).
- II. Procure and negotiate site service contracts with competent contractors.
- III. Procure onsite infrastructure for all zones including site plant and vehicles.
- IV. Oversee and take responsibility for all sub-contractor activity on site. Arrange site meetings with sub-contractors to ensure clarity on their role/responsibilities.
- V. Ensure that Sub- Contractors and all relevant Acts, Regulations and Guidelines in connection with the deliverance of the goods and services required under this Contract.
- VI. Develop site plans.

- VII. Arrange and attend site meetings with relevant park keepers and landowners to agree their requirements regarding site management, ground protection and traffic access.
- VIII. Carry out pre and post event site inspections with Filton Town Council.
- IX. Create and distribute access passes (where appropriate) for VIPs, contractors, senior Councillors (Chair and Vice Chair), Council Officers, staff, performers, stakeholders and local residents.
- X. Ensure that Health and Safety assessments are carried out on all aspects of the event and to ensure that safe systems are put in place and monitored
- XI. Procure and provide appropriate temporary structures, sound systems and backline for the stages, public announcement system and suitable electricity supply for each agreed area of the festival.
- XII. Increase number of Water points and toilets.
- XIII. The suitable provision disabled and accessible toilets in consultation with local organisations such as WECIL.
- XIV. Arrange suitable barriers and other infrastructure as required
- XV. Ensure that all structures are removed promptly after the Event, sites clear of rubbish and any damage reinstated

7b. SITE CLEANSING AND WASTE MANAGEMENT

The Contractor shall;

- I. Ensure that the areas used are kept clean and tidy at all times, and that Event goers enjoy a welcoming experience.
- II. Ensure the venue is thoroughly cleaned, to the satisfaction of the Council, by 10.00am on the following day after the festival closes.
- III. Demonstrate a commitment to waste reduction through reducing, re-using and recycling.
- IV. Maximise recycling and achieve 70% weight recycling through the segregation of waste, which will include as a minimum; mixed cans, plastics, cardboard and paper, glass, cooking oil and food waste.
- V. Report recycling and general waste levels within 4 weeks of the event and identify potential opportunity for improvement for the following year.
- VI. Provide details of Waste Carriers licence number and waste broker's licence number for recipients of all waste types to Filton Town Council prior to the event.
- VII. Procure and manage a competent sub-contractor to provide waste/litter management services during the event.
- VIII. Develop waste management plan with waste management contractor and Filton Town Council Waste and Street Services to include a site plan and schedule. The plan should include any new areas of the site.

7c. TRAFFIC MANAGEMENT, PARKING AND SUSTAINABLE TRAVEL

The Contractor shall;

- I. Develop Traffic Management Plan in consultation with emergency services and South Gloucestershire Council Highway Network Management (as required).
- II. Apply for necessary road closures and ensure compliant road closure notices are displayed prior to event.
- III. Provide and develop more sustainable transport options (including safe and secure cycle parking, liaison with local bus and rail companies.)
- IV. Promote sustainable travel options on all event publicity and promotion.
- V. Appoint competent and experienced Traffic Management contractor and tow-away company (as required).
- VI. Identify parking requirements and source parking spaces for performers, contractors, staff, traders etc. Allocate spaces, send out parking passes and keep clear records showing allocation.
- VII. Create specific blue badge parking bays and drop off points near stages/zones and advertise their location in advance of and at the event (see section 10 Audience Accessibility)

8. STAFFING

8a. GENERAL STAFFING

The Contractor shall;

- I. Appoint a dedicated Event Manager to be the main point of contact throughout the Contract.
- II. Ensure that staffing levels are sufficient for the planning and delivery of the event and that staff are appropriately qualified/experienced.
- III. Invite recruitment from members of Filton's communities.
- IV. Work with the council in embedding training so that local people can upskill and gain experience.
- V. Ensure key staff members are available to attend meetings as required throughout planning, delivery and debrief.
- VI. Schedule and chair the operational event control meetings held throughout the event.
- VII. Appoint and manage all site and production staff.
- VIII. Write briefing packs for key site managers and carry out pre event briefings with key site staff.
- IX. Appoint stage managers and artist liaison staff for all stages/performance areas, where possible train up members of the local community to ensure a more representative team.

- X. Appoint appropriately qualified staff for Lost Children and Vulnerable adult points.
- XI. Ensure DBS for all staff working with children and vulnerable adults.
- XII. Provide, manage and staff Event Control facilities for show days.
- XIII. Where possible, hire suppliers and sub-contractors from the local area to ensure local suppliers benefiting from the event.
- XIV. Develop volunteering and paid opportunities for local people to participate in the event.

8b. SECURITY AND STEWARDING

The Contractor shall;

- I. Appoint a competent security company with extensive experience of crowd management to provide staff for the event and build and break periods.
- II. Develop security plan/crowd management plan with the security company to meet the safety requirements of the site and the Festival's content.
- III. The Contractor shall be responsible for all aspects of security and stewarding for the duration of the Filton Festival, including build and break periods.
- IV. Arrange sufficient security and stewards so that the crowds move around the event safely, and no unauthorised traders or unsuitable entertainers try to take part.
- V. Ensure stewards and security are well briefed on the Festival and able to provide basic knowledge of the local area.
- VI. Ensure all stewards and security are aware of all access facilities and policies in place.

9. STAKEHOLDER LIAISON

The Contractor shall;

- I. Liaise with the Filton Town Council Open Spaces Team and Deputy Clerk on a regular basis including Site Permissions
- II. Liaise and communicate with stakeholders and businesses directly to include any key organisations.
- III. Regular consultation with interested groups so that they are aware of the event and any support or requirements are included in the event planning.
- IV. The Contractor shall be responsible for issuing letters of agreement or contracts, the format of which to be agreed with Filton Town Council in advance of issuing any agreement.
- V. The contractor must seek permission from the authorised officer(s) to operate within.
- VI. Send letters to residents and businesses that may be directly and adversely affected by the Event, including any that may experience problems with noise or

access to their homes or businesses due to the Event in a timely manner and within the requirements of the road closure application process where appropriate.

10. ACCESSIBILITY

10a. AUDIENCE ACCESSIBILITY

The Contractor shall;

- I. Ensure events, activities and performances are accessible and welcoming to people with protected characteristics (as detailed in the Equality Act 2010).
- II. Ensure provision of physical access aids within the parameters of the festival e.g. wheelchair accessible cable ramps, adequate lighting, ramps to stages, stewarded viewing areas close to stages or where possible viewing platforms for disabled audience.
- III. Ensure bar areas and stalls have accessible serving.
- IV. Ensure adequate provision of accessible toilet units with appropriate access.
- V. Ensure all marketing and signage is easy to read.
- VI. Create specific blue badge parking bays and drop off points near stages/zones and advertise presence of these.
- VII. Plan the site layout to ensure adequate space in thoroughfares (e.g. in market areas) for wheelchair access. Utilise stewards to keep thoroughfares clear.
- VIII. Work with Filton Town Council to maintain and improve upon Attitude is Everything standard on their Charter of Best Practice:
<http://www.attitudeiseverything.org.uk/thecharter-of-best-practice/>
- IX. Develop programme which can include quiet periods for those with young families, mobility issues and neuro-diverse needs.

10b. ON-SITE COMMUNICATIONS AND SIGNAGE

The Contractor shall;

- I. Provide a Public Address system which will be staffed during the event and which will be capable of making clear public announcements, including providing public information and information relating to emergencies, across all sections of the venue used.
- II. Ensure communication systems including relevant means to communicate key messages to the crowd during travel around the event venues must be provided as part of the emergency plan.
- III. Make adequate and well-advertised provision for dealing with 'lost children and vulnerable adults' over all elements of the event.
- IV. Ensure customers can find their way around the venue easily through the use of clear and informative signage.

- V. Develop alternative methods of communication such as a festival app.
- VI. To highlight the 25th anniversary of Filton Festival.

11. ENVIRONMENTAL SUSTAINABILITY

Environmental sustainability is a key aim of the Filton Festival and part of the contract management. The contractor is required to:

- I. Commit to the Council's Environmental Policy.
- II. Showcase Filton Festival as South Gloucestershire's exemplary sustainable event.
- III. Develop an Environment Plan identifying all the environmental impacts of Filton Festival and how these will be mitigated.
- IV. Work with the Council's Open Spaces Team to produce environmental improvements year on year.
- V. Include environmental sustainability in the PR of the festival.

12. CONTENT AND PROGRAMMING

The Contractor is not entitled to charge members of the public for attendance at any of the Events comprising the Filton Festival unless agreed with Filton Town Council.

12a. PROGRAMMING

The Contractor will ensure:

- I. Programming content is developed around the aims of the Festival including representation and showcasing local work and increasing reach to wider local communities.
- II. The range of programming content is attractive to Filton's diverse and broader communities, and agreed with Filton Town Council.
- III. A programme and content proposal is submitted and agreed with the council (see section 16).
- IV. Coordination and management of the performance programme uses culturally diverse local and other acts agreed with Filton Town Council. A minimum of 85% of performances being by local or regional acts.
- V. Programmers are expected to work alongside community groups both behind the scenes and in content to develop collaboration and upskill members of the community.
- VI. Coordination and management of activities and participatory events leading up to the festival involving schools, museums and wider cultural sector.
- VII. Support in fundraising wider engagement strategy.
- VIII. Coordination of content using a minimum of 85% local or regional groups, individuals and organisations agreed with Filton Town Council.

- IX. A clearly marketed process for the public and organisations to express an interest in getting involved with the festival will be managed by the contractor, and agreed with Filton Town Council and will be preferably located in one zone/area.

12b. MARKETS, CONCESSIONS AND BARS

The contractor must provide food concessions that include affordable, local, high quality food with sustainably sourced produce where possible.

In addition the Contractor shall;

- I. Agree any managed outlets which sell alcohol with Filton Town Council.
- II. Provide a programme and content proposal including markets, concessions and bars (see section 16.)
- III. Provide provision for local and more diverse food businesses.
- IV. Develop an affordable food strategy for low income and families.
- V. If a funfair is considered, the contractor is required to adhere to Showmans Rights and use the operator who holds the rights to the event. Any rides would need to be agreed in advance with Filton Town Council.
- VI. Ensure if a funfair is in place, it should be timed to start at about the same time as the music programme and run through to an appropriate close down strategy.
- VII. Agree and confirm allocation and location of all concessions with Filton Town Council.
- VIII. Maximise income through site wide markets, food concessions, trader pitches, bars, funfairs and experiential marketing.
- IX. Send out tenders for all concessions and ensure that suitable and competent operators are appointed to run concessions.
- X. Obtain satisfactory Risk Assessments from each trader prior to the event and ensure this fits within the overall Risk Assessment of the event.

12c. FILTON TOWN COUNCIL

As a Filton Town Council event, the authority may want to have direct presence at the event to promote specific aims and initiatives and to connect Filton's residents with the work of the Council.

The number and positioning of any activity would be in agreement between Filton Town Council and the contractor.

To support this, the Contractor shall;

- I. Ensure a number of areas or market stalls are supplied, where necessary with basic power supply and furniture for Filton Town Council staff.

- II. Enable activities devised and provided by the Council, details of requirements would be supplied to the contractor.
- III. The Contractor to support any other 'official' launch event as directed by the Council during the time of the Filton Festival. Such events to be agreed once contract is awarded.

13. FINANCE AND SPONSORSHIP

13a. FINANCE

Filton Town Council will increase to a maximum investment in Filton Festival of £25,000 for 2025 and that it stays primarily free and open access.

Annual targets for income generation will be agreed with the Contractor on successful award of the contract.

If any surplus is achieved and verified then the Contractor and the Council will share that surplus in the agreed proportions. See payment and milestones section (16) for further details.

Also see section 12B for information on markets, concessions and bars

13b. SPONSORSHIP

The Contractor shall;

- I. Develop a sponsorship pack to be agreed with Filton Town Council.
- II. Be responsible for procuring suitable sponsorship.
- III. Consult with Filton Town Council on the selection of a sponsor or sponsors and the Council shall be entitled to veto the appointment of any sponsor where it reasonably considers that the proposed sponsor is unsuitable or inappropriate.
- IV. Ensure that a formal sponsorship agreement is in place between the Contractor and all sponsoring bodies which adequately provides for the granting of naming rights (whether exclusive or otherwise) to the sponsor and the receipt of payment for the grant of such right and any other right granted.
- V. Ensure that any sponsorship materials including banners, displays and other equipment comply with all relevant Council standards and all relevant legal and Health and Safety requirements.
- VI. Ensure it obtains the appropriate grant or license of all relevant third party rights, such as any sponsorship image placement or distribution of materials and shall comply with the conditions of such grant or license.

14. COMMUNICATIONS

MARKETING and PR

The Contractor shall;

- I. Be responsible for all marketing and publicity working in partnership with Filton Town Council.
- II. Provide a Marketing and PR plan agreed and signed off by Filton Town Council at the milestone dates (see section 16).
- III. Ensure all festival imagery reflects the diverse population of Filton and the 25th anniversary (2026).
- IV. Agree clear messaging with Filton Town Council.
- V. Involve local radio and press early on to ensure clear messaging and reach.
- VI. Collate sponsors logo's, the programme running order, biographies and photographs of key performers and at the agreed milestone date (see section 16)
- VII. Produce branding and signage for the event and any promotional material required for sponsorship or sponsors.
- VIII. Schedule marketing and communication meetings, and invite relevant Filton Town Council officers to attend.
- IX. Work with regional media partners to offer them effective onsite promotion in return for promotion of the festival.
- X. Promote sustainable travel and recycling on all publicity for the festival
- XI. Develop and manage the web and social media presence for the festival, using technology to reduce environmental impacts.
- XII. Ensure all marketing publicity is designed in line with Filton Town Council Branding and accessibility guidelines.
- XIII. Be responsible for coordinating press launches and opening events as necessary.

14b. COMPLAINTS AND ENQUIRIES

The Contractor shall;

- I. Be responsible for responding to general enquiries regarding the festival
- II. Log enquiries relating to the Filton Festival event and actions taken
- III. Develop and implement a complaints procedure to include logging all complaints received.
- IV. responding promptly to complaints and making all information on complaints available to Filton Town Council.

15. EVALUATION

The evaluation to be undertaken by the contractor shall include the following:

- I. Support Filton Town Council's public and stakeholder evaluation by sending out the electronic survey and making all stakeholder contacts available.
- II. Report on key complaints and issues and how they were resolved.

III. Quality of safety measures and compliance with health and safety requirements and the outcome of health and safety inspection.

IV. Produce waste, environment, sustainability evaluation to include data on recycling and waste levels and a full break down of impacts and mitigation measures identified and undertaken and improvements for the following year at the milestone date in August.

V. Respond to Filton Town Council's annual Scope and Vision report and work with Filton Town Council to develop forward plans for the festival.

VI. Produce a post event evaluation report each year including recommendations for the following years event. Content headings to be agreed in advance with Filton Town Council.

PARTICIPANT ATTENDANCE

The Council and the Contractor will agree a formula for estimating the actual attendance over the Event, taking into account extreme weather or similar events which may reasonably have impacted on the attendance figure.

16. PAYMENT SCHEDULE

The Council will accept no responsibility for any losses caused by events beyond its control and it is the responsibility of the contractor to ensure that all those contracted to provide entertainment and events are adequately insured is all that is needed.

The Contract will be on an open book basis allowing the selected to Contractor to demonstrate where savings and efficiencies have been made in putting on the Festival. Any costs incurred in excess of the income from the Festival, Contractor.

The council will negotiate a profit share as a way of reducing the subsidy by reducing the annual payments for the following year.

In all matters of cost control and income maximisation, the contractor must not compromise standards of either safety or programming quality.

TIMETABLE

	2025
Deadline for receipt of tenders	
Tender Awarded	
Inception meeting - contractor and Filton Town Council	

PAYMENT SCHEDULE

The payment includes all aspects of the event. If any milestones are not upheld through the contract, a percentage of the fee will be withheld as a penalty.

EXCEPTIONS TO FAILING TO DELIVER E.g. If Filton Town Council cannot confirm use of spaces / dates

The contractor will be expected to mitigate against any normal wear and tear/damage to the site and to finance the reinstatement of the site in line with contract monitoring milestones document.

The final payment will be assessed against any actual grounds reinstatement and associated staffing and resource costs.

For the avoidance of doubt any and all Payments specified in this Payment Schedule and the Councils liability to make the Payments shall be subject to Variations and Payment of the Conditions of Contract.

Key Performance Indicators (KPIs)

The following KPIs form part of the contract and the milestones in Appendix B based upon contractor responsibilities. They will be monitored as part of the contract management by Filton Town Council. The Council shall be entitled to make deductions from the management fee in respect of its costs for dealing with missed milestones.

1. Deliver an economically sustainable festival that offers potential savings to Filton Town Council.
2. Deliver a safe, well managed and accessible festival.
3. Maintain the festivals reputation as an exemplary environmentally sustainable event.
4. Deliver an event that is appealing to a diverse audience that is representative of Filton's population.
5. Deliver a festival that showcases Filton and it's heritage, and results in positive press coverage across a range.
6. Promote opportunities for local participation in the Festival.

17. SUBMISSION OF TENDERS

Applications should be submitted by email. All tenders must be submitted to:
office@filtontowncouncil.gov.uk

Please clearly mark the email with "Filton Festival Submission" in the subject line.

Process to evaluate tenders

Councillors will review submissions and may invite those organisations most closely meeting the criteria below to attend for interview.

Filton Town Council is committed to equal opportunities and all applications will be considered on their merits.

Please note that this process is subject to the procedures outlined in Filton Town Council's Financial Regulations and Standing Orders, including Standing Orders part 18 'Financial Controls and Procurement', referring to the terms of the Bribery Act 2010.

Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria:

- a) Experience of similar work and good track record
- b) The quality of the proposal in relation to the identified needs in the town
- c) Value for money which includes reference to added value such as volunteer in-kind support and potential fee-income from users
- d) Evidence of partnership working.
- e) Evidence of local need and changing nature of youth provision
- f) Adaptability and ability to respond to need
- g) Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- h) Information on how provision will impact on outcomes for the town and how this would be evidenced.
- i) Evidence of ability to work within the timeframe and budget
- j) References (please submit two which show evidence of similar work)

Timetable

- Tender Documents approved: Tuesday 28th January 2025
- Tender document advertised for four weeks from: Monday 3rd February 2025
- Closing date for submissions: 11:59pm Sunday 2nd March
- Presentations and interview (if required): Week commencing 10th March 2025

- Successful organisation appointed: by Monday 31st March 2025
- SLA issued: March 2025
- SLA commences: 1 April 2025
- Please note that Filton Town Council reserves the right to amend the timetable following the closing date for submission of tenders.

18. AVAILABILITY OF ADDITIONAL INFORMATION

If you have any queries, please email town.clerk@filtontowncouncil.gov.uk

Prospective contractors are prohibited from contacting Councillors or staff to encourage or support their tender outside of the prescribed process.

Appendix A

OPERATIONAL and EVENT SAFETY MANAGEMENT PLANS

These should be working documents that include:

- I. The contractor event overview and methodology for procuring and delivering Filton Festival in accordance with the contract.
- II. Schedule of submission dates for event paperwork to Filton Town Council agreed with Site Permissions service and contract monitoring officer.
- III. Event staff operations, roles and duties.
- IV. List of the key contacts including main sub-contractors.
- V. A timetable and delivery plan for the different areas/zones at the festival as agreed with the authorised officer, which shall include build and break strategy, relating to the whole event.
- VI. Site arrangements to include: licensing, insurance, residents and business consultation, traffic management plans, waste management and welfare.
- VII. Health and Safety documents to include: risk assessment, fire risk assessment, health and safety policy and emergency plan.
- VIII. Contingency plans in regards to extreme weather conditions.
- IX. Security and stewarding schedule for the Event, including build and break periods.
- X. Crowd Safety Management and mapping plan, including build and break periods.
- XI. Site plans.
- XII. Marketing and communications plan.
- XIII. Lost child and vulnerable adult policy and procedure.
- XIV. Drugs and Alcohol Policy and plans produced in liaison with the Police and South Gloucestershire Council Licensing Team.
- XV. Environmental Sustainability Policy.
- XVI. Waste Management Plan.
- XVII. Accessibility Action Plan in consultation with local groups such as WECIL.
- XVIII. Noise Management Plan.
- XIX. Event communications outline (public announcements, internal event communications, liaison with emergency services).
- XX. Production schedule.

Health and Safety Services

- General HSE guidelines and standards should be followed at all times.

Liaison

The Contractor shall effectively liaise at all times during the provision of the Services with:

- local police, fire services, and ambulance services, to ensure full and effective communication on all health and safety and related issues in respect of Filton Festival.
- Festival and the events comprised at the Filton Festival.
- With local Contingency Planning Officer
- Obtain contact numbers for all emergency services and services such as electricity, gas, water, HSE
- Where necessary liaise, with the Health Safety and Licensing section of the South Gloucestershire Council Environmental Services
- During the Event communications via systems that are linked to one central control point

Fun Fair (if procured)

- Inform organiser of our requirements on Health and Safety
- Check all rides hold a current ADIPS D.O.C. signed by an ADIPS Registered Inspector
- Check all rides have current Public Liability Insurance
- Inform HSE of all rides giving details of the Controllers and their Showmen's Guild
- Registration Number
- Draw up a layout plan of the rides
- Prior to opening carry out a visual inspection of the rides and surrounding areas to ensure compliance with HSG 175
- Close any rides that do not conform
- Establish safe layout of caravan site and ensure compliance with Health and Safety if required

Risk Assessment

- Carry out risk assessments to cover whole Event to include:
- Fun fair (if procured)
- Public safety (HSG 154)
- Management of contractors
- Fire
- Welfare
- Working at heights / ladders (if applicable)
- Working with small tools, plant and transport
- Refuse collection
- Electricity / power
- Catering

- Noise plan

Stewarding / Security

- Meet HSE minimum standards for steward numbers
- All stewards to undergo induction.
- Clearly identifiable stewards and security personnel.
- Lead Steward and lead Security Officers to have undergone full and relevant training.

First Aid Provision

- Carry out an assessment of requirements to comply with HSG 195.
- Source a reputable provider with the correct qualifications
- Establish procedures for reporting of accidents under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Provide local Emergency Planning Officer with details and plan for liaison with the
- Ambulance Service.
- Investigate any reportable accidents and establish controls to prevent re-occurrence where possible

Fire Protection Provisions

- Carry out a Fire Risk Assessment
- Provide firefighting equipment, signage etc. as required.
- Draw up plan for access routes.
- Provide details of Event to the Fire Brigade

Contractors

- Ensure that Sub-Contractors and all relevant Acts, Regulations and Guidelines in connection with the deliverance of the goods and services required under this Contract.
- Oversee and take responsibility for all sub-contractor activity on site. Arrange site meetings with sub-contractors to ensure clarity on their role/responsibilities.
- Establish preferred supplier procedures for selection of sub-contractors
- Procure and negotiate site service contracts with competent contractors.
- Obtain and check contractors Health and Safety details including qualifications
- Induct contractors into site rules
- Check contractors equipment and works for compliance with Health and Safety
- Ensure contractors sign off
- Ensure contractors work in accordance with [Construction \(Design and Management\) Regulations 2015](#)

Catering

- Liaise with local Environmental Health Officer as regards Catering outlets
- Carry out inspections on outlets as required by Environmental Health Officer:
- Fire fighting equipment
- Safe use of generators
- Compliance with Health and Hygiene guidance
- Positioning of concessions and generators to minimise noise pollution, and meets South Gloucestershire Council standards

Performance Stages

- Ensure that contractor erecting stage is competent
- Ensure stage complies with Health and Safety requirements
- Obtain a satisfactory completion of erection certificate from contractor
- Inspect stage before use
- Ensure noise pollution is kept to the minimum, and meets South Gloucestershire Council standards

Site Inspection

- Carry out Safety Inspection of whole site
- Ensure hazards and risks are reduced to the lowest acceptable level possible
- Liaise with Authorised Officer as required

Emergency Plan

- Produce an Event Emergency Plan in consultation with emergency services and Council. Plan to include:
 - Clear indication of Contractors Responsibilities
 - Location plans including emergency access routes
 - Fire evacuation
 - Bomb threat
 - Public disorder - major and minor
 - Serious first aid incident
 - Drug and Alcohol policy
 - Electrical / lighting failure
 - Lost Children and Vulnerable adults
 - Communications
 - Vehicle movement
 - Dealing with the press
 - Emergency code words

- Access and Egress plans
- Severe weather plan
- Brief out the plan to all concerned including the emergency services.

Appendix B

FILTON FESTIVAL KPI & MILESTONES

1. Deliver an economically sustainable festival that offers potential savings to Filton Town Council.
2. Deliver a safe, well managed and accessible festival each year.
3. Maintain the Festivals reputation as an exemplary environmentally sustainable event.
4. Deliver an event that is appealing to a diverse audience that is representative of Filton's population.
5. Work with local businesses & stakeholders to measure the impact of the Festival on the local economy.
6. Deliver a festival that showcases Filton, and results in positive press coverage across a range media.
7. Develop and promote opportunities for local participation in the Festival.

FILTON FESTIVAL DEDUCTIONS

Deductions will apply if the contractor fails to meet specific milestones agreed with Filton Town Council. If deductions are incurred they will be recovered from the contractor's payment (Further details are provided in the table below).

*Other Milestones may be specified in accordance with the Contract.

STAGE 1 MILESTONES* -

- Business plan to be submitted. Must include;
- Date and timings for the festival consulted upon and secured, scope and vision of the festival to be agreed. (KPI 2)
- Sponsorship plan (including sponsorship pack, secured and potential sponsors) (KPI 1)
- Projected festival income and expenditure budget (KPI 1)
- Proposed footprint and content of site and site plan (KPI 2)
- Proposed major contractors (KPI 2)
- Proposed partners on programme and content (KPI 4 &7)
- Schedule of Filton Town Council contact Officer and contractor progress meetings agreed (KPI 1 & 2)

STAGE 2 MILESTONES -

- Second stage payment to be made if decision is made to go ahead based on successful agreed progress on contract monitoring milestones.
- First submission of projected income and expenditure budget (KPI 1)
- Marketing and PR plan submitted to be agreed and signed off by Filton Town Council (KPI 2 & 6)
- First submission of Programme and content proposal including markets, concessions and bars to be submitted and agreed and signed off by BCC (KPI 4 & 6)
- Liaise with Site Permissions Service to Set up Safety Advisory Group and programme of meetings. (KPI 2)
- First draft Event Safety Management Plan and Operational Plan, including outline traffic management plans, first draft of risk assessments, alcohol management plan, accessibility action plan, updated environmental plan and emergency plans. (KPI 2)
- Quotations for supply of all infrastructure and other suppliers as specified in the tender specification (KPI 1&2)

STAGE 3 MILESTONES -

- Second submission of projected income and expenditure budget (KPI 1)
- Distribution of resident and businesses letters (KPI 2)
- Final programme and content presented and signed off by Filton Town Council (KPI 4 & 7)
- Provide final stage and event running schedules (KPI 2)
- Final draft of marketing collateral presented and signed off by Filton Town Council (KPI 6)
- Updated Event Safety Management Plan and Operational Plan, including traffic management plans, risk assessments, alcohol management plan, accessibility action plan, environmental plan and emergency plans. (KPI 2)
- Attendance at the Safety Advisory Group meeting(s). Organise and deliver table top meeting if required (KPI 2)
- Confirmation that all performers, contractors and suppliers have been contracted (KPI 1, 2,3 & 5)

STAGE 4 MILESTONES -

- Final Event Budget with detailed breakdown of all income and expenditure (KPI 1)
- The delivery of the event on agreed event dates (KPI 2)
- Post event - sign off of final contract monitoring milestones by relevant Council officers to include:
- All clean up, get out and follow up services including post event inspections as agreed (KPI 2)
- Full evaluation report, to include post event analysis of event numbers, general comments, lessons learned. (KPI 2, 4, 5)
- Compile post event environment evaluation report referring back to original Environment Plan (KPI 3)
- Full event marketing and PR report of PR and Media coverage (KPI 6)
- Attend Safety Advisory Group (SAGE) de-brief meeting (KPI 2)

