



## **Plymouth City Council**

### **Fairground Information Document**

### **Bonfire Night Celebrations 2024**

**Tuesday 5th November 2024**

### **The Hoe**

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Plymouth City Council, are inviting submissions for a fairground for the above event for a one year period on November 5<sup>th</sup> 2024.

It is anticipated that this event will attract circa 27,000 at any one time. This is an annual event which is well attended and it is also anticipated that there will be catering concessions on the Hoe as well in which a separate tender has been advertised.

The Fairground will operate on Tuesday 5 November from **16:00** until **22:00**.  
The bonfire will be lit at **19:00** with the fireworks display commencing at **19:30**.

**The Council is therefore inviting tenders in excess of £7,000 for this event.**

Submissions will be evaluated on:

- Evidence of local business and local suppliers – 10%
- Management competency and experience – 30%
- Quality and suitability of rides submitted – 20%
- Fee submitted – 40%

#### **I. Dates and Access Times**

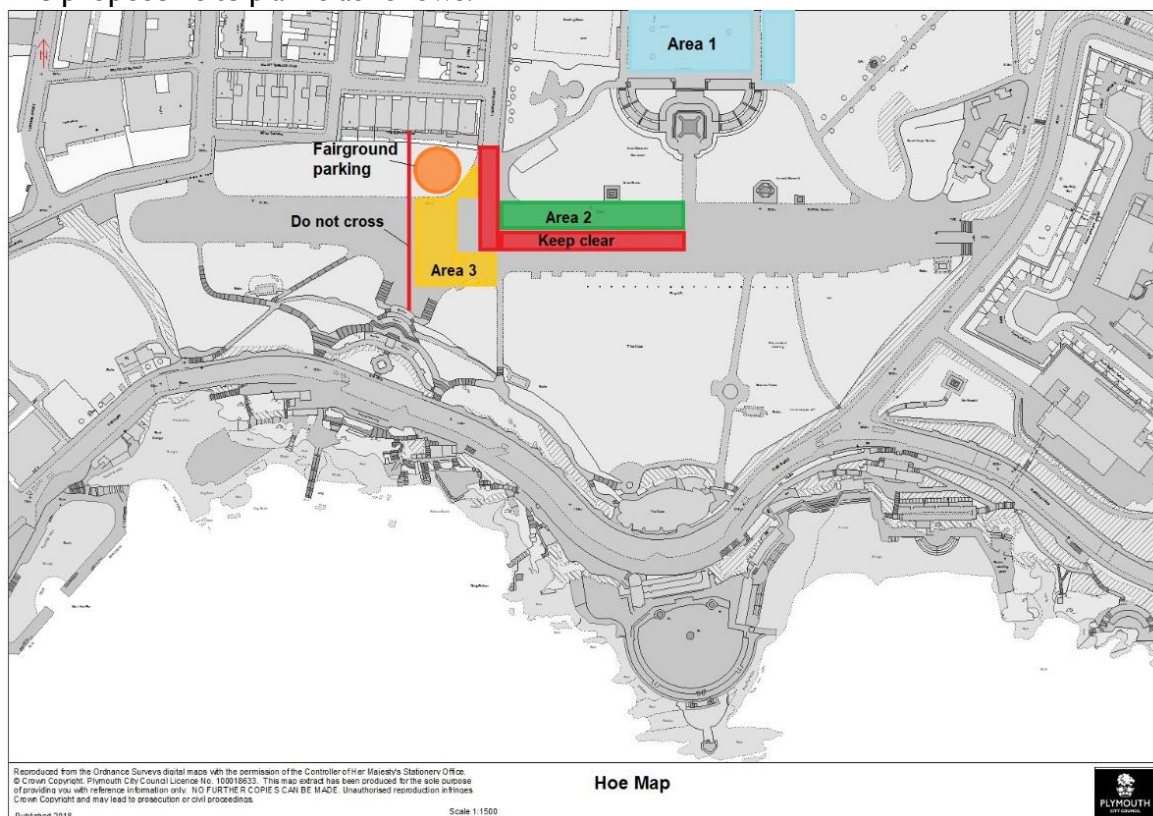
The operating dates and times are as follows:

- Inclusive Dates: *4<sup>th</sup> November- 6<sup>th</sup> November*
- Trading Days: *5<sup>th</sup> November*
- Operating times: *16:00-22:00*
- Access from 09:00 on the 4<sup>th</sup> November, egress by 10:00 on the 6<sup>th</sup> November

A fairground site manager must be available at all times to liaise with the Council if needed. The fairground manager should be identifiable via High Viz when in site.

## 2. Site Plan

The proposed site plan is as follows:



### Any Special Instructions:

Rides are permitted within the following areas as defined in the above plan:

- Area 1: Round stalls such as hoopla's only kept back 10' from the front of the path.
- Area 2: 1 line of continuous rides only, no stalls or rides in front, generators behind back against the kerb line.
- Area 3: A mix of rides including 'thrill' rides, a path way should be kept clear leading directly south from Osbourne place onto the Hoe main promenade.

**N.B** The final number and placement of rides must be agreed in advance of the 4 November with the Lead Event Officer.

## 3. Health & Safety

The successful Tenderer will be responsible for all Health and Safety including comply with all primary and secondary applicable legislation HSE guidance and approved. The terms of the licence states that all Attractions at the Fair:

- have been inspected I tested by an ADIPS registered inspector within the preceding 12 months and have been certified as safe (where ADIPS Safety Certification is recommended / required in relation to the Attraction)
- Have current/ valid A D I P S Safety, Gas Safety and PAT Electrical Safety Certification (where ADIPS Safety, Gas Safety and PAT Electrical Safety Certification is recommended / required in relation to the Attraction)
- have been risk assessed
- have adequate and current / valid Public Liability Insurance and Employers Liability Insurance
- Will be fully inspected and tested following assembly at the Fair within the parameters of time agreed with the Lead Event Officer



These documents **MUST** be available on request.

#### **4. Prizes**

No single use plastics, fish, bird or other living things are to be sold, offered as prize or as an inducement for any rides or attractions.

#### **5. Cancellation**

If the event decision to cancel the Event is with the Councils control, such as a political decision. Any monies payable by the licensee would be refunded.

Any cancellation, beyond the control of the Council, any monies would be refunded back to the licensee as long as they have not arrived on site.

For clarification, this means that prior to 09:00 on Monday 4 November, no fees would be liable should the Council have to cancel the event. However, once the Licensee arrives on site from the agreed time of 09:00 on Monday 4 November, any monies payable to the Licensee should the event be cancelled as a result of a force majeure situation, which includes adverse weather conditions, will not be refunded.

#### **6. Special Conditions**

The submission may not be resold or traded on to another company nor the license transferred. The Licence is between the Council and the Licensee and failure to abide with this will result in termination of the agreement.

#### **7. Submission of Proposals**

Proposals must be submitted on the forms provided and returned to Plymouth City Council via email [CateringEvents@plymouth.gov.uk](mailto:CateringEvents@plymouth.gov.uk) The forms must be received by us by no later than midday on Wednesday 2 October 2024.

The Council **does not** bind itself to accept the highest or any quotation

#### **8. Further Information**

In the event of prospective tenderers requiring further information they should contact Nicky Widdecombe, Plymouth City Council Senior Events Officer on telephone number (01752) 304260 alternatively you can email [nicky.widdecombe@plymouth.gov.uk](mailto:nicky.widdecombe@plymouth.gov.uk).

#### **9. Disclaimer**

The Council gives notice that these particulars, are set out as a general outline only for the guidance of prospective tenderers and do not constitute part of an offer or contract. All descriptions and dimensions are given in good faith and are believed to be correct but tenderers should not rely on them as statements or representations of fact but must satisfy themselves by inspection or otherwise as to the correctness of each of them. The Council does not make or give any representation or warranty in relation to the concessions; neither have Council staff authority to do so.

#### **10. Freedom of Information Act 2000**

Please be advised that the Council works in strict accordance with any legislation that requires information held by the Council and will only keep confidential information that is properly confidential in its nature and then only for a reasonable amount of time. Applicants should provide a schedule in their responses of the information that they consider would prejudice their commercial interests if made available to the public after the quotation is awarded.