

Workington Town Council

Workington Town Council Community Centre, Princess Street,
Workington, Cumbria CA14 2QG
Telephone: 01900 702986
Email: office@workingtontowncouncil.gov.uk
Website: www.workingtontowncouncil.gov.uk



Events Procurement 2022

Background

Workington Town Council are looking for several suppliers to provide services and goods for a wide range of events throughout the 2022-2023 council year. All events will take place in Workington.

Once information is collated it will be reviewed by the Chair of the council's Culture committee, the Town Clerk and the Culture and Events Team Leader. A decision will be made as to which suppliers will be appointed for which element of an event and the number of events the service/goods will cover. This agreement will be in place from 1st April 2022 – 31st March 2023.

We have tried to give as much accurate detail as possible at this initial stage of the event planning process for suppliers to submit quotes and information to be considered for this process, however, the nature of event management does mean that these details are subject to change throughout the year. Any changes will be discussed between the chosen supplier and the Culture and Events Team Leader and a relevant agreement made. These changes will not affect the supplier agreement.

The appointed supplier/s will be used as preferred supplier/s throughout 2022 and will be hired, as and when required, for any events in addition to the ones listed in this document.

Timeline:

January 2022 - procurement invitation issued on social media and the WTC website.

Wednesday 9th February 2022 - deadline for consideration (date when we require information back from suppliers).

10th – 25th February 2022 – Consideration by Chair of Culture, Town Clerk and Culture & Events Team Leader. During this period, we may come back and ask suppliers questions on the information sent.

W/c 28th February – suppliers will be notified of appointments.

Information required for submission from suppliers:

- Estimated costs (full breakdown required, unit prices are acceptable if exact quantity is not given in the below event detail)
- Confirmation of ownership of equipment or third-party hire
- Photos of equipment / set-up
- Copy of PLI
- Previous client testimonials
- Equal opportunities policy
- Health and Safety policy

Please note that information supplied will not be passed onto external third parties and will remain confidential.

Workington Town Council

Workington Town Council Community Centre, Princess Street,
Workington, Cumbria CA14 2QG
Telephone: 01900 702986
Email: office@workingtontowncouncil.gov.uk
Website: www.workingtontowncouncil.gov.uk



Events Procurement 2022

Event	Date	Time	Location	Requirements
Reach Out	Saturday 21 st May	11am-4pm	Vulcan Park	Approx. 30 gazebos Portaloos x 4 Tables/chairs
Queen's Platinum Jubilee	Friday 3 rd June	7pm-10pm	Vulcan Park	Cinema screen Overnight security x 2 Portaloos x 2
Queen's Platinum Jubilee	Saturday 4 th June	11am-4pm	Vulcan Park	Cinema screen. Stage (approx. 8mx6m) for live music/performance. Full sound system. Stage lighting. Generators for stage and stalls (approx. 30KVA). Approx. 35 gazebos. Approx. 20 picnic benches. Fencing. Security x 4. Portaloos x 10. Tables/chairs
Queen's Platinum Jubilee	Sunday 5 th June	11am-4pm	Vulcan Park	Large marquee for dog show (approx. 25mx12m). Fencing. Tables/chairs
Outdoor Theatre	Thur 30 th June & Fri 1 st July	7pm each evening	TBC (Hall Park or Vulcan Park)	Generator for the stage and stalls (approx. 30KVA). (stage provided by performers) Fencing. Lighting towers x 2. Security x 4 Tables/chairs
Town Show	Sat 9 th July	11am-4pm	Vulcan Park	Large marquee for dog show (approx. 25mx12m).

Workington Town Council

Workington Town Council Community Centre, Princess Street,
Workington, Cumbria CA14 2QG
Telephone: 01900 702986
Email: office@workingtontowncouncil.gov.uk
Website: www.workingtontowncouncil.gov.uk



				Fencing. Approx. 30 gazebos. Security x 4 Tables/chairs
Festival of Running	Sun 14th Aug	10am-4pm	Leisure Centre	Approx. 5-10 gazebos Picnic benches x 4 PA system. Fencing. Security x 4 Tables/chairs
Halloween	Saturday 29 th October	4pm-7pm	TBC (Hall Park or Vulcan Park)	Large marquee (approx. 25mx12m) Cinema screen Lighting towers. Fencing. Security x 2 Tables/chairs
Fireworks	Sunday 6 th November	6pm	Derwent Park Stadium	Fencing Security Portaloos x 5 Tables/chairs
Christmas Festival	Saturday 26 th Nov	11am-5pm	Town Centre	Stage (approx.. 8mx6m) for live music/performances. Full sound system. Stage lighting. Generators for stage and stalls (approx. 30KVA). Approx. 35 gazebos. Approx. 20 picnic benches. Herras fencing. Security x 4. Tables/chairs

The list of requirements for each event is mainly the equipment and infrastructure we need.

Workington Town Council

Workington Town Council Community Centre, Princess Street,
Workington, Cumbria CA14 2QG
Telephone: 01900 702986
Email: office@workingtontowncouncil.gov.uk
Website: www.workingtontowncouncil.gov.uk



We also welcome information being sent in from entertainers, performers, local businesses, volunteers, etc, who would like to be involved in our events.

We would also like to hear from any companies that would like to work with us on various projects in the future, i.e., building trades, roofing, electrical etc. Please submit details using the form on the website – www.workingtontowncouncil.gov.uk/procurement

For further information or if you have any questions, please contact Emma Chapman.
emma.chapman@workingtontowncouncil.gov.uk