

OFFICE USE ONLY

APPLICANT NO



BLYTH TOWN COUNCIL

BLYTH LIVE FESTIVAL BLYTH

17 JUNE 2023



BAR CONCESSIONS INFORMATION AND APPLICATION

Introduction

Blyth Live Festival Blyth is a one-day annual event held at Mermaid Car Park and Blyth Beach Northumberland. The event is celebrating 9 years of free family fun with internationally known headline bands and many local artists and street theatre performers.

Audience numbers are good with many people coming along for the whole day and bringing their gazebos, tents etc. It has an enviable reputation with family groups enjoying the day, and we pride ourselves on our programme which includes entertainment for all age groups. Please note that members of the public can bring their own picnics which can contain alcohol.

Year	Attendance	Headline Act	Weather
2014	5000	The Christians	Thunder storms
2015	10,000	Top loader and Dr & the Medics	Sunny but cool
2016	15,000	Scouting for Girls	Hot sunny day
2017	12,500	The Undertones	Cold and showers
2018	18,000	The Lightning Seeds	Sunny and warm
2019	14,000	The Pigeon Detectives	Sunny and warm
2020	-	Cancelled due to Covid	-
2021	-	Cancelled due to Covid	-
2022	15,500	Boyzlife	Sunny but cool
2023	-	Liberty X & 911	-

The site is split into 3 zones: main arena site, family area and fun fair. The two bars are situated in the main arena site along with the food concessions. The 2017 event introduced a bar at the festival and it worked well. The festival promoters would like to extend the invitation to providers to run either or both a larger bar plus a cocktail bar.

Other information

- This year's headline acts Liberty X and 911 and they will attract an audience of adults who will be in the 25 plus age group.
- There will be 10 acts on the stage starting from 11 am.
- BBC Radio Newcastle are our event partners, you, or a member of your team may be asked to be interviewed by them. Please be mindful that interviews are live.
- We also have street theatre entertainers who will wander around the site.
- A large fun fair will be on the car park.
- If your bid is successful you may wish to enquire about sponsorship opportunities.
- Our target audience number is 15,000, however, you must remember that if we have inclement weather this does reduce numbers.
- Northumbria Police will be with us throughout the day, please do not be alarmed if you see armed officers.

- Production load-in starts from 0600 on 16 June should you wish to set up on that day the event manager will allow it only if arrangements have been agreed before the date.
- Setting up on 17 June is allowed from 0700.
- Health and Safety checks will be carried out before you can open.
- This is an open public site please be mindful of this when setting up.

Expression of Interest

Offers are invited for high quality bar concessions to operate in zone 1 main arena only, at the following times:

Saturday 17 June 2023 from 11.00am to 9.00pm

Offers are invited for trailer unit bars only.

Submissions from either a sole provider or individual providers will be considered.

Bar 1

Selling all drinks to include beer, lager, cider, wine, spirits but not cocktails

Bar 2

1 x speciality bar selling cocktails etc

Bar 1 & 2

Both of the above

The provider is required to:

- Obtain a Temporary Event Notice(s)
- Obtain a Street Trading Licence
- Supply suitable fencing for the perimeter of the licensable areas approximate sizing would be 15x20m
- Supply poseur tables, some outdoor seating within the fenced area.
- Provide a copy of Public Liability Insurance to the value of £10 million pounds.
- Provide a copy of risk assessments.
- Provide photographs of unit(s)
- Act as licensee for the fenced area surrounding the bar.

PLEASE NOTE

- The festival will provide 2 SIA or other accredited security organisation for all operating hours for each bar and the cost will be recharged to the bar providers at £14 per hour per operative.
- The provider will be responsible for all stock and equipment.
- Locations are on grass and have limited access.
- There is no access to site power.
- Only silent diesel generators are permitted on site.
- Water is available from a water fountain in the family area. You are advised to bring your own.

Please complete the application pack and post to the Town Council in a sealed envelope, either by hand or recorded delivery.

STRICTLY CONFIDENTIAL

The Deputy Town Clerk
Blyth Live 2023
Blyth Town Council
Arms Everytne House
Quay Road
Blyth
Northumberland
NE24 2AS

No later than noon Monday 13 March 2023.

Any submission received after this date will not be considered.

Applicant's Details

Trading Name	
Contact Name	
Date of Birth	
Contact address	
Telephone number	
Mobile number	
Email address	
Website	

Company Name	
Please print name	
Signature	
Date	

It is envisaged that the envelopes will be opened shortly after this date to evaluate the bids.

If you have any queries, please contact the council on 01670 361668 or email: events@blythtowncouncil.org.uk

ADDITIONAL INFORMATION

Hygiene requirements

- All food businesses must have a documented food safety management system in place and it must be adhered to and kept up to date. Bars are classed by this event in the same way as all other caterers.
- Staff must have received adequate training, instruction or supervision relevant to their activities to ensure safety is not compromised.
- Trading Standards will be on site carrying out spot checks throughout the event.
- All areas including behind your trailer must:
 - Be kept clean and maintained in good repair and condition.
 - Have a supply of food grade cleaning chemicals and a supply of clean cleaning cloths.
 - Food handlers suffering from sickness/diarrhoea must not handle food stuffs and or drinks and can only return to food handling duties 48 hours after their last symptom.
 - You must have hand wash facilities.

Health and safety requirements

- Stallholders must conduct a risk assessment to identify hazards that may cause harm to themselves, employees and members of the public or anyone else that comes into contact with their business and put in place adequate controls as necessary. If there are more than five employees, the assessment will need to be documented.
- Some of the main hazards which may be found are slips, trips and falls, burns from equipment, gas safety, electrics and fire, vehicle movements during deliveries, manual handling especially of gas cylinders.
- Any gas appliance on which you cannot see the naked flame must have a flame failure device fitted. Gas cylinders stored on site must be secure to prevent unauthorised tampering and be well ventilated with appropriate signage indicating flammable material and no smoking signs must be displayed. No member of your team must smoke near your unit.
- Gas installations are to have an accompanying certificate from a LPG Gas Safe registered engineer.
- Electrics must be installed by a qualified electrician and have an accompanying certificate.
- All stalls are to have a first aid kit.
- Your unit must be well maintained clean and tidy.
- You must provide bins to the front of your unit for the public, you must have bins at the rear for your staff to use. All rubbish must be taken away with you, any left behind you will be charged for the removal.
- You must not serve any drink in glass whether that be a bottle or glass of any kind.
- Please use recyclable containers as much as possible.
- You must adopt and maintain a challenge 25 policy.

Licenced Concessions Terms and Conditions

1. Blyth Live Festival Saturday 17 June 2023.
2. Applicants will be notified to confirm if their submission has been successful or unsuccessful.
Acceptance of site forms will be enclosed with the successful letters.
The acceptance forms must be returned within seven days of receipt of the form otherwise the offer will be withdrawn.
3. The successful applicant/s will enter into an agreement with Blyth Town Council. The agreement will be forwarded if the submission has been successful.
4. Blyth Town Council does not commit itself to accept the highest or any offer received and will accept no responsibility for any expenditure incurred by any interested party in relation to the submission of their offer, whether successful or not.
5. Full payment must be made within 14 days from acceptance of the site offered. An invoice will be raised for the full amount. If payment is not received within 14 days of the acceptance date, the site offer will be withdrawn.
6. Should any applicant wish to withdraw their application, Blyth Town Council reserves the right to retain all monies paid, or if an invoice has been raised but not paid, it will stand.
7. All fees for Street Trading and Temporary Event Notice are to be paid by the applicant.
8. All locations on site have limited space, you will be if possible allowed to have one vehicle behind your trailer for stock, all other vehicles are to park in the public car park.

Please supply two references, one from a similar sized festival and one other.

Festival Reference	
Referee Name	
Company	
Address	
Email	
Telephone	

Other Reference	
Referee Name	
Company	
Address	
Email	
Telephone	

Please also tell us in 350 words or less why you feel you are the most suitable company to provide this service to the festival and what experience you have.

I understand that I cannot sell anything other than drinks.	
I understand that any information given in this application may be shared with Northumbria Police and Northumberland County Council.	
SIGNED	DATE

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Applicant's Information

Do the bar concession unit(s) hold a Level 5 of the FHRs?	
If the answer above is no, which local authority are you registered with.	
How many years have you been trading?	
I supply with this application <ul style="list-style-type: none"> ➤ Insurances ➤ Risk Assessment ➤ Health and Safety ➤ FHRs ➤ Details of other documents you may wish to submit at this time. 	Please tick <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Pricing Schedule

Bar 1

Bar 2

Bars 1 & 2

Bar 1	Minimum bid	Your bid
All drinks beer, lager, wine spirits	£600	

Bar 2	Minimum bid	Your bid
Cocktail/Prosecco and Gin bar	£600	

Bars 1 & 2	Minimum bid	Your bid
Both above	£1100	

Pricing of drinks Bar 1	
Item	Price

Decision-making

Submissions will be assessed by representatives of Blyth Town Council according to the following criteria:

Quality of proposal
Locality of the business to the event
Capacity of the organisation / individual to undertake the commission
The experience, qualifications
Value