



Echoes of History Show 2019

EXPRESSION OF INTEREST TO PROVIDE BAR FACILITIES AT THE ECHOES OF HISTORY SHOW

The Essex Historic Military Vehicle Association (Henceforward referred to as EHMVA) is offering its visitors bar services in our entertainment area at the Echoes of History Show (henceforward referred to as Echoes of History Show or EOHS) for open tender. The Echoes of History Show is run by the EHMVA which is a registered charity: 1155705 and this is our main fund-raising event.

The Echoes of History show is a new event comprising the existing audience of the Military and Flying Machines show. The show location is:

**Purleigh Halt Showground,
Barons Lane,
Purleigh,
Essex
CM9 6PF.**

The event is to be held on the **10th and 11th of August 2019**. We allow set up for the exhibitors from 14:00 hours on the 8th, so there are additional bar opportunities on both the 8th and 9th.

Market research and previous experience with past events estimate the attendance to be 6,000 people over the operating days of the site.

The EHMVA is offering the opportunity for established bar suppliers to apply for the bar concession.

Providers are expected to have a sound financial standing and be able to demonstrate successful delivery of similar contracts.

Completed tenders and supporting documentation should be returned no later than **18:00 hours on 31st March 2019**. Applications after this date, may be accepted, but may not be reviewed – applicants should therefore ensure that they meet all required acceptance criteria and make every effort to get their bid in on time.

INVITATION TO TENDER – BAR FACILITIES

ESSEX HMVA ECHOES OF HISTORY SHOW

1.0 INTRODUCTION:

- 1.1 The Echoes of History Show (run by the Essex HMVA) is offering the opportunity for established bar suppliers (hereafter known as the Tenderer) to apply for the bar concession at our event on the 10th and 11th August. We allow set up for the exhibitors from 14:00 hours on the 8th, so there are additional bar provision opportunities on both the 8th and 9th of August 2019.
- 1.2 Within this document the Echoes of History Show shall be referred to as EoH SHOW and the Essex Historic Military Vehicle Association as EHMVA or Essex HMVA but shall retain the same definitions.

2.0 TERMS AND CONDITIONS

- 2.1 The ECHOES OF HISTORY SHOW is offering a bar facilities concession at the event
- 2.2 Allocation of pitches and facilities is at the discretion and direction of the EoH SHOW stalls team and no bar unit shall move from the allocated area without permission.
- 2.3 The Bar Operator will be allowed to operate **from 14:00 to 23:30 hours on the 8th, and from 08:00 hours to 23:30 hours on the 9th, 10th and 11th August 2019**. All bar units must be removed from site by **12:00 hours on the 12th August 2019** – please note however that the 8th and 9th of August are setup days, the site is NOT open to the public on these two days.
- 2.4 Details of the bar facilities that can be provided by the Tenderer must be listed as part of the Form of Tender submission together with the income offered for the Concession, a sample copy of drinks sold, price lists and if possible photograph(s) of the units/bar
- 2.5 The size of the bar unit required, and support vehicle(s) should be listed as part of the Form of Tender submission.
- 2.6 Bar units must be self-contained, and you should state what additional services you require such as power/water bowser.
- 2.7 the ECHOES OF HISTORY SHOW reserve the right, acting reasonably but at its absolute discretion, to close any bar area at the event at any time if they consider that there is a need to do so, for reason of health and safety or security.
- 2.8 In the event of the ECHOES OF HISTORY SHOW event being postponed or abandoned, or in the event of supplies, services or facilities being curtailed due to a strike, lock-out or other circumstances beyond the reasonable control of the ESSEX HMVA, the ECHOES OF HISTORY SHOW shall not be liable for any expenditure, loss, damage or liability sustained or incurred by the Tenderer.
- 2.9 The use of a public-address system for the provision of entertainment will be incorporated into a section of the overall bar and entertainment area.
- 2.10 The use of diesel generators provided by yourselves should be within acceptable noise limits so as much not to cause nuisance.

- 2.11 The Tenderer must take reasonable steps not to damage or contaminate the ground outside of reasonable use. We are permitted by the landowner for you to drive securing pins into the ground, should this be required.
- 2.12 The Tenderer shall fully indemnify the ECHOES OF HISTORY SHOW against all proceedings, costs, claims, demands and liability howsoever arising, whether directly or indirectly, in connection with the Tenderers occupation at the event and in particular (but without limitation to the generality of the foregoing) shall indemnify the ECHOES OF HISTORY SHOW against any liability for injury to or death of any person and loss of or damage to any property, howsoever caused. Further, the Tenderer shall in connection with their liability hereunder affect a public liability insurance policy for an indemnity limit of not less than £5 million pounds in respect of any one occurrence. The Tenderer must also hold employee's liability insurance cover and by this tending process it is assumed that this cover is in place and held by the Tenderer. A copy of the public liability certificates must be supplied as part of the tender. ESSEX HMVA accepts no responsibility for loss or damage to the property of the bar concession or their employees or visitors.
- 2.13 The Tenderer must keep suitable firefighting equipment in relation to the bar area available for use always. We have fire cover on site and would suggest you speak to our fire marshal should you require clarification.
- ECHOES OF HISTORY SHOW reserve the right to inspect all bar units and equipment with or without the responsible Council Official, to ensure that adequate fire precautions have been taken.
- 2.14 The Tenderer shall not be permitted to sub-let or share the space without prior consent. Any exhibitor infringing this rule will be expelled from the site and any such expulsion will be treated as breach of contract.
- 2.15 ECHOES OF HISTORY SHOW safety team reserve the right to inspect all stands and equipment without prior notice.
- 2.16 The Tenderer will meet all costs incurred for the installation of the bar unit and any supplies or facilities / services needed as otherwise agreed in advance. To comply with basic hygiene and health and safety we will provide a toilet(s) facility for the use of the bar staff.
- 2.17 The Tenderer is responsible to ensure that their pitch area is kept clean and free from litter.
- 2.18 The Tenderer is responsible to ensure that their pitch area is left tidy and free from rubbish upon leaving, place all rubbish in the bins provided or take it with you. It costs us a lot to dispose of show rubbish and failure to adhere to this will result in us having to impose a charge in advance for Future Tenders. Recyclable cardboard should be separated out.
- 2.10 The Tenderer must ensure that all plant and equipment provided or used by the Tenderer has been inspected and tested at suitably frequent intervals (or if applicable, as required by law) and is always in a safe condition and safe for use with up to date certificates in place as required by law
- 2.20 All units must comply in every respect with Food Safety & Health & Safety legislation
- 2.21 The Tenderer must not allow nor cause directly or indirectly any danger to the public in connection with the bar unit due to any plant and equipment used by the Tenderer during the occupation of the site.
- 2.22 We will supply security staff as required to ensure that the area remains a safe and pleasant area to occupy.
- 2.23 We ask that you have in place a challenge 21/25 policy and will keep a refusal log as required. We work closely with Maldon council and their licencing depart and are required to give certain assurances within our management plan. We may ask you to provide documents to comply with their requests.

- 2.24 Tenderers are required to have Public Liability Insurance and Employer's Liability Insurance
- 2.25 We like to establish a good long-term relationship with our suppliers of services and may deem it not necessary to tender for future events but negotiate directly.

3. APPLICATION

- 3.1 Your application must be sent along with any accompanying documentation required in an envelope to:

Glen Newman
Essex HMVA Bar Application
51 St Fabians Drive
Chelmsford
Essex
CM1 2PU

And be received by **18:00** hours on **31st March 2019**.

- 3.2 Please ensure that you return ALL documents required with your submission – partial or incomplete submissions will not be considered and may harm future applications.
- 3.3 Applications by fax or e-mail will not be accepted, and no application sent in this way will be considered.
- 3.4 The receipt of your application for the bar concession does not constitute acceptance by the ECHOES OF HISTORY SHOW.

Document continued overleaf

FORM OF TENDER – ECHOES OF HISTORY BAR FACILITES CONCESSION

Please complete all sections, you may choose to answer these questions on a separate document (covering all the below points) from the chart below, but you are still required to submit this form signed.

(Please complete all sections, deleting as appropriate)

You May Tender for up to 3 different outlets per tender document.		Type and number of bar unit(s)		Maximum size of unit (in metres)	Photo supplied of unit	Amount to be paid to EHMVA for the Concession £
		Unit (s)	m bym	Yes/No	
		Unit (s)	m bym	Yes/No	
		Unit (s)	m bym	Yes/No	

NOTE:

The Essex HMVA will pay for a large central marquee complete with a dance floor and entertainment.

In previous years, the bar area has been erected within this marquee, this has always worked very well. The successful bar tenderer has the right to erect their own self-contained facilities if they would prefer to use those. We would be happy to hear any proposals the tenderer may make in this respect.

The EHMVA will also provide security, rubbish disposal services and toilet(s) for the sole use of the bar staff.

The successful tenderer will have the sole concession for bar(s) at the show, therefore, should you wish to supply additional bars they are permitted as part of the tender agreement.

Method Statement Question	
Please give details of products ranges/ types/ brands which you sell	
Please confirm you have included a sample of prices for items sold including soft drinks	Yes/No
Please state any items which are award winning such as craft beers or ales	
Please indicate how you would ensure that suitably experienced and competent staff should be deployed at the event at all levels of your operation. This should include details of the experience of staff and training/supervision/ management arrangements that will be utilised to ensure standards are maintained.	
I can apply for a licence for my bar area and do not require the Essex HMVA to do so on my behalf	Yes/No
Please detail the number of staff you would deploy during the event, including during peak periods.	
Please describe how you will ensure a high level of quality customer service, Including the timely and transparent handling of customer complaints.	
I have a challenge 21/25 and serving/refusal policy in place	Yes/No

Method Statement Question	
Please describe the style of bar presentation, marquee ornamentation and operation that you would employ	
Any other information which you feel would enhance your bid and our customers/guests' enjoyment	

Please read and sign this notification clause and return it as part of your tender application

I have read these Terms and Conditions. I understand them and agree to abide by them and any other conditions as issued by the ECHOES OF HISTORY SHOW & EHMVA.

Signed: _____ Date: _____

Name: (please print) _____

On behalf of (company name): _____

Address:

Telephone: _____ Email _____

- A range of drinks together with their suggested selling price enclosed/included : Yes/No
- Hygiene Certificates and Council Registration documents enclosed with the tender submission: Yes/No
- A copy of the companies £5m public/staff liability certificate(s)/proof of insurance (must be supplied within 10 days of tender acceptance if not available at time of application): Yes/No
- Two references where similar work has been carried out (where available): Yes/No

Event.....	Event.....
Organisation.....	Organisation.....
Contact Name.....	Contact Name.....
Telephone.....	Telephone.....



ECHOES OF HISTORY SHOW 2018

I undertake to hold our tender open for acceptance for a period of one month from the closure date of submissions for this tender. We understand that should we accept your tender; this will form part of our contract with you.

If successful with this submission, I undertake to pay a 25% deposit for each successful venue or unit (whichever is the larger) tendered by the 30th of April 2019 and pay the remaining 75% amount by the 1st of July 2019.

I understand that failure to pay these amounts by the stated times may result in the ESSEX HMVA cancelling the agreement as well as offering this tender to another company with the ESSEX HMVA not being liable for any expenditure, loss, damage or liability sustained or incurred by the Tenderer in these circumstances, the deposit as noted above will be considered forfeit.

I understand that the ECHOES OF HISTORY SHOW are not bound to accept the lowest, highest, or any tender it may receive – that any selection will be based on several criteria that will not be published, but that all tenders will be treated equally and reviewed using the same criteria.

Yours faithfully

Signature.....Print Name.....

Company Name / Organisation.....

Date.....