

Invitation to Tender

Belfast Pride 2017 Event Services / Facilities / Equipment

Lot Number	Type of Service / Facility
1	Staging
2	Front of Stage Barriers
3	Pedestrian Barriers
4	Heras Fencing
5	Portable Toilets
6	Portable Cabins
7	Marquees
8	Tables & Chairs
9	Electrical Services
10	Electrical Equipment
11	Radio Communications
12	First Aid Services
13	Event Security Services
14	Audio Production Services
15	Lighting Production Services

Tender Commencement	7 th June
Question Deadline	Friday 16 th June at 1.00pm
Tender Submission Deadline	Friday 16 th June at 6.00pm
Award of Tenders	19 th June

Tender applications should be submitted by email only to: tender@belfastpride.com

Belfast Pride Festival

Belfast Pride celebrates Diversity, Equality and Pride and is now a key event in the Belfast calendar. The festival runs this year from Friday 28th July to Sunday 6th August.

We pack in over 100 events including talks, debates, workshops, family fun days, music and entertainment, sports days, exhibitions, arts and film events. The festival builds up to Pride Day on Saturday 5th August when Belfast comes alive with the biggest single parade in Belfast, a major concert at Custom House Square and a whole host of other events across the city centre.

- Ireland's biggest LGBT festival
- Reaching 50,000 people every year
- Belfast's biggest cross community parade
- Unprecedented community and business support
- Launched annually by Belfast's Civic Leaders

Who we are

The Belfast Pride Festival is organised by Belfast Pride, a charity that exists only to deliver the festival.

Belfast Pride receives incomes from grant-making statutory bodies, advertising sales, franchise operators at the Party (such as the bar and food stalls) and from donations, fund-raising and merchandise sales.

What we deliver

Belfast Pride is a positive celebration of the LGBT community in Belfast and promotes Belfast as a modern, progressive European city. We welcome the whole city and invite everyone without exception, including political representatives, community groups, trades unions and business leaders. We aim to help make connections, start conversations and help make Belfast better for everyone.

Belfast Pride is a showcase for the best of Belfast and aims to promote the creativity and diversity of the community. Belfast Pride has multiplied in size over the last ten years as the LGBT community has grown in confidence and many people now bring their families, friends and colleagues along to join the celebration and bring Belfast to life in a unique way.

The festival now takes in over 100 events including the events relevant to this tender including Party in the Square at Custom House Square, Pride Village at Donegall Quay / the Big Fish and the Belfast Pride Parade which starts at Custom House Square and makes its way through the City Centre, around City Hall and back to the Square.

Pride Day Events

Official Pride Breakfast – we start Pride Day at the Northern Whig with the Official Belfast Pride Breakfast, a relaxed and fun atmosphere with a special breakfast menu with a contribution to Belfast Pride for each one sold.

Party in the Square – our centrepiece concert on Pride Day at Custom House Square reaches capacity audiences of 5,500 at a time in the Square and up to 10,000 across the whole day. It is full, festival style concert with entertainment and music on the main stage. A full festival sized bar is on site and food concessions are across the square.

Pride Village – this is our family and community event on Pride Day, held at Donegall Quay / the Big Fish. This offered a busy complementary event to Party in the Square and last year was the biggest and most successful yet. We offered a village of information and retail stalls alongside a Family Fun Day, quiet space, smoke free areas and the site is alcohol free.

The vendors on site have a year long contract with the Department for Communities and we cannot tender for retail concessions at this site for mobile vendors.

Belfast Pride Parade - The festival builds up to Pride Day on Saturday 5th August starting with the biggest cross community parade in Belfast and now one of the city's major events. The parade is now annually by Belfast's Civic Leaders and attracts unprecedented community and business support. The parade keeps growing and brings together a diverse range of groups and organisations who support Belfast Pride and our aims.

Other contacts:

We use our website for applications for Belfast Pride events and you will also find contact details for other areas there:

www.belfastpride.com/contact-us

To take part in the Belfast Pride Parade, go to:

www.belfastpride.com/parade

To take part in the Pride Village event:

www.belfastpride.com/village

To advertise in the Official Belfast Pride Guide, the biggest LGBT publication in NI:

www.belfastpride.com/guide

Tender Information

You should email your application before the advertised tender deadline. We will acknowledge your application and we may contact you with requests for clarification.

Tender Assessment

The Tender process will comprise of a two-stage process:

1) Stage One – Minimum Requirements

This stage will eliminate all tenderers who cannot demonstrate:

- ✓ Full Company information provided including contact information
- ✓ Contract Manager for tenderer identified
- ✓ Valid Insurance held (minimum of £10mil PL + EL) and evidenced in submission
- ✓ Evidence of legal requirements (licences to trade such as NICEIC, SIA etc)
- ✓ Complete tender submission, supplying all requested information / documents as outlined in tender document and lots

2) Stage Two – Evaluation and Scoring of Tenders

The Tender panel will be comprised by a panel drawn from the management of Belfast Pride. Where possible, the panel will include members with technical knowledge of the tender area. Committee members with a conflict of interest (e.g. a connection with one of the tender applicants) will be excluded from decision making.

The assessment of tenders will be under the following structure:

- 60% Total Price
- 40% Quality Assessment of Submission

The Quality Assessment will be carried out under the following scoring mechanism:

Assessment Area	Maximum Possible Score / Percentage of Total
Experience of working with similar events by tenderer	100 / 20%
References from similar events provided by tenderer	100 / 20%
Proof of membership of trade associations relevant to service provision	50 / 10%
Assessed quality of equipment / services based on documentation provided by tenderer	100 / 20%
Insurance level £5mil + (EL + PL)	50 / 10%
Evidence that tenderer is committed to Equality & Diversity within their organisation including during their service delivery processes	50 / 10%
Relevance of other information provided by tenderer	50 / 10%
Total Score Possible	500 / 100%

We will enter into contract with successful tender applicants for provision of service on the terms given in your tender application. Contracts must be signed by a senior Belfast Pride official (Chair, Treasurer or Secretary) to be valid.

Tender Terminology and Date Information

Throughout this document, “we” refers to Belfast Pride and “you” refers to tender applicants.

The Party in the Square will take place on Saturday 5th August 2017. All references to Thursday, Friday, Saturday, Sunday or Monday are relative to that date.

Provision of Documentation

You must be able to supply relevant risk assessment and similar documentation to the standard expected by Belfast City Council Building Control department or other relevant enforcement bodies.

Specification of Service / Equipment Provision

The specification in this document reflects our preliminary requirements based on our previous events. We reserve the right to alter the specification after we have chosen a supplier, without asking other tenderers to resubmit. This may be in response to requirements from bodies such as Building Control, or because our budget allows us to improve our facilities.

Location of Service / Equipment Provision

Unless otherwise mentioned, all services should be assumed to be provided within Belfast City Centre within 1 mile or at Custom House Square. We will not allow tenderers to change or alter the price for any service of equipment where Belfast Pride has had to alter the event location due to operational reasons and given the tenderer more than 24 hours’ notice of change of location.

Insurance Requirement

Belfast Pride carries insurance with public liability cover of £5M, subject to the following endorsement:

Any independent contractor or supplier whom you engage at or for the event, or otherwise permit or allow to supply services to the event, must be required to hold third party liability insurance in their own right for the duration of the event, and evidence of the relevant policy, including the name of the Insurer, the policy number and Limit of Indemnity must be recorded by you prior to their participation at the event.

In any contract or agreement into which you enter with any party, in connection with the event, you maintain your right to recover from that party any cost incurred by you, should that party be legally liable for any claim or part of a claim in connection with that event and a copy of the agreement must be made available to us if required.

Tenderers should be able to comply with this endorsement where appropriate.

Lot Based Bids

We will accept bids for one or more Lots. Please ensure your application makes clear which Lots you are tendering for. We will accept sub-divided bids for a Lot where two or more companies wish to bid together. Both companies will be assessed against the relevant tenderer criteria.

Production Scheduling / Timeline

Belfast Pride will produce a production schedule four weeks prior to the event which will show all services or equipment and their respective arrival, installation, removal and departure from the event site(s). All tenderers should comply with this schedule as failure to do so may result in delays to the event running order.

Belfast Pride Health and Safety Arrangements

Belfast Pride will have new health and safety arrangements for site build in 2017. This will include the following conditions for any persons on the event site during construction or demount of any equipment. Tenderers must ensure all their staff;

- ✓ On arrival for the first time at site, sign in at the Information and Security Station near the front area.
- ✓ Wear their accreditation laminate at all times whilst onsite
- ✓ Have access to hard hats at all times and wear them within 25 metres of any temporary structure including staging, marquees, cabins or toilets etc
- ✓ Wear high visibility vests featuring reflective stripes at all times. These must be in good condition and free from damage
- ✓ Wear protected toe cap shoes when working in proximity to any temporary structure including staging, marquees, cabins or toilets
- ✓ Sign out from the site when leaving at any time and sign back in on arrival. This is so that an evacuation list of who is working on site can be held at all times
- ✓ Report all accidents, near misses and incidents to the Safety Officer immediately
- ✓ Provide their own staff have access to a trained First Aid person where there are 5 or more of their staff working on the event site across a 24 hour period.
- ✓ Provide adequate numbers of trained banksman / marshals for vehicle movements including plant movements
- ✓ Are trained for the roles they are undertaking and hold any required accreditations
- ✓ Only bring vehicles into site during delivery or collection of equipment. No parking for crew vehicles is otherwise available onsite

If a provider fails to provide PPE for their staff, at the Health and Safety Induction Belfast Pride will provide this at a cost of £30 + VAT per High Visibility Vest and £30 + VAT per Hard Hat. The tenderer agrees that this will be deducted from their invoice.

During the event itself, all staff from all contractors will be expected to sign in with the Safety Officer whilst on site. A safety briefing will held with point of contact and they will be expected to brief their own staff prior to them commencing work. No PPE other than that dictated by their employer has to be worn during the event. Accreditation must be worn by all staff working on the event site.

Payment Terms

Standard Payment Terms of payment on invoice following event will be agreed with tenderer. If any tenderer wishes to propose alternative payment terms, please highlight these in your tender submission.

Compliance

Belfast Pride works with a wide range of organisations including Belfast City Council, Department of Social Development and the Emergency Services. We have an excellent relationship with these bodies and expect all tenderers to help us continue this good relationship through provision of all documents and information these bodies may require us to provide to them. We strongly appreciate any tenderer providing us with support in respect of obtaining our approval and licence(s) from these organisations.

Questions

Please email all questions to tender@belfastpride.com. Copies of questions + answers will be sent to all tenderers who have notified us of their intent to tender.

Site Visits

The tender assessment committee may request to visit an event during the assessment phase of this tender were you are supplying the same services to allow us to assess the quality of your services / equipment.

Supporting Belfast Pride

As Belfast Pride is a registered charity, we appreciate the support of our sponsors and partners over the long history our event has been running. As the largest LGBT event in Ireland, we attract a significant attendance and media coverage which benefits organisations which partner or sponsor us.

Belfast Pride is happy to consider sponsorship, activation and engagement offers from tendering companies.

Any such involvement by a tenderer will be considered during the pricing assessment of this tender.

You can contact tender@belfastpride.com for information on the available marketing, sponsorship and activation opportunities available for our event in 2017.

Lot 1 – Staging & Structures

We require a competent, experienced and qualified contractor to provide us with a Main Stage during Belfast Pride 2017. It should NOT be an inflatable stage but can be a trailer stage or constructed stage. It must have a minimum of one staircase to the ground with handrails located on Stage Right. The stage should allow flying of a PA system on either side. The front of the stage should be scrimmed in a dark colour such as black.

We may have a requirement, depending on artist line-up, to install a thrust stage into the audience. This should be approximately 2.4m wide by approximately 7.2m long. This will be from the centre of the stage.

The stage is required to be installed in the morning of Friday 4th August 2017. We will work with the successful tenderer to manage the arrival of the Audio suppliers to ensure they work in with your timeline for erection of the stage. The absolutely deadline for completion of Staging and Audio will be 1800 on Friday 4th August 2017 as we will then conduct sound checks from 1800-1900. Breakdown will be from the end of the event on Saturday 5th August (circa 2000).

Minimum Requirements

- ✓ Must have experience providing similar events with staging solution(s) proposed
- ✓ Technical drawings and information for staging solution(s) must be supplied
- ✓ Confirmation staging will be suitable for Custom House Square site is required

Information Required from Tenderer

- 1) Pricing, including delivery, erection, removal and collection for following aspect of staging. If you have multiple stage options that meet our requirements then please list these separately for a). Please quote for all of the below options:
 - a) Price for Main Stage to above specification
 - b) Price for additional thrust staging into crowd
- 2) References from x4 concert events with proposed stage(s)
- 3) Technical Drawings for Stage(s)
- 4) Pictures of Stage(s)
- 5) Technical Drawings + pictures of any similar archways previously provided to any events
- 6) Confirmation that all solutions suit Custom House Square in our layout
- 7) Details of costs for planning and attending meetings in run up to event
- 8) Membership of Trade Associations
- 9) Training and Qualifications of staff involving in designing and setting up staging
- 10) Health and Safety arrangements and policies for erection of staging

Lot 2 – Front of Stage Barriers

We require a competent, experienced and qualified contractor to provide us with Front of Stage barriers during Belfast Pride 2017. To clarify this is also known “MoJo” or “Pit” barrier and is a solid A frame barrier with a minimum resistance of 5kn per metre. It also features a security step on the back.

We have several different possible requirements for Front of Stage Barrier, these could include one or more of the following quantities:

- a) 24 metres straight across Front of Stage
- b) 30 metres along raised viewing area along the side of the concert arena
- c) 60 metres for Front of Stage to including thrust / finger section going into the crowd approximately 3 metres wide with curve sections for each of 4 corners of thrust

This equipment will ideally have to be installed on Saturday morning prior to 0900 as one of the last things to be installed in the staging area. Removal should be immediately after the public being cleared from the event (circa 1930-2000).

Minimum Requirements

- ✓ Must have experience providing similar events
- ✓ All panels must be supplied free from damage and supplied in stillage
- ✓ All feet must be free from damage
- ✓ All couplers must be free from damage

Information Required from Tenderer

- 1) Pricing, including delivery, erection, removal and collection for following types of barrier pieces:
 - a) Per metre or section for straight sections
 - b) Per section for corner pieces
 - c) Per section for cable ramp straight sections
 - d) Prices per section for security walkway platform

Lot 3 – Pedestrian Barriers

We require a competent, experienced and qualified contractor to provide us with Pedestrian Barriers during Belfast Pride 2017. To clarify this is also known as crow feet barrier or crowd control barrier. It is a 2.5m long by 1.5m tall barrier which have the ability to join together. We require a lightweight barrier which has strengthened V feet permanently joined to bottom of the barrier.

Please note that we **may** be providing barriers along sections of the Parade route in 2017. If this is the case we will then require to have stillages dropped off at different points along the parade route. If this is the case we will provide clear maps showing drop off locations as well as providing a crew member to travel with your vehicle. These barriers would have to be delivered by no later than 0800 on parade day, and collected from 1400 onwards on the same day.

Minimum Requirements

- ✓ Must have experience providing similar events
- ✓ All panels must be supplied free from damage and supplied in stillage
- ✓ All feet must be free from damage
- ✓ All couplers must be free from damage

Information Required from Tenderer

- 1) Pricing, including delivery and collection, per barrier

Lot 4 – Heras Fencing

We require a competent, experienced and qualified contractor to provide us with Heras Fencing during Belfast Pride 2017. To clarify this is mesh fencing which is 3 or 3.5m wide by 2m tall and is placed into heavy feet. Each panel is coupled to the next panel.

Minimum Requirements

- ✓ Must have experience providing similar events
- ✓ All panels must be supplied free from damage and supplied in stillage
- ✓ All feet must be free from damage and supplied in stillage
- ✓ All couplers supplied must be free from damage in useable condition and supplied in bags

Information Required from Tenderer

- 1) Each tender must including two levels of pricing. Each pricing should include delivery and collection. For the purposes of tender we require supply of enough feet and couplers based on the number of panels ordered (i.e. one of each per panel minimum). Please provide pricing as a cost per panel.
 - a) Supply Only
 - b) Supply + Erection and Demount of fencing onsite (to including any equipment required)

Lot 5 – Portable Toilets

We require a competent, experienced and qualified contractor to provide us with Portable Toilets during Belfast Pride 2017. The following categories of Portable Toilets will be required:

- ✓ Standard Male/Female Portable Toilets
- ✓ Disabled Portable Toilets
- ✓ Male Urinal Portable Toilets

Minimum Requirements

- ✓ Must hold relevant approvals from government agencies for disposal of waste from toilets
- ✓ Must have experience providing similar events
- ✓ Must hold enough resources for short notice upscale in requirements

Information Required from Tenderer

- 1) Pricing, including delivery, collection and all costs, per type of toilet unit listed above
- 2) Details of your equipment

Lot 6 – Portable Cabins

We require a competent, experienced and qualified contractor to provide us with Portable Cabins / Accommodation during Belfast Pride 2017. The following categories of Portable Cabins / Accommodation will be required:

- ✓ 20ft Double Stacked Control Room Tower. Office accommodation below (ideally split room) with viewing deck on top offering 360 view around event site with external staircase
- ✓ 20ft Split Cabin
- ✓ 10ft Cabin

Minimum Requirements

- ✓ Must have experience providing similar events
- ✓ Must evidence interior fit out of cabins which must be finish to high standard and free from any form of damage
- ✓ All cabins must have wall mounted power circuits protected by an RCD Circuit with external socket for connection to electricity supply

Information Required from Tenderer

- 1) Pricing, including delivery, collection and all costs, per type of Portable Cabins listed above

Lot 7 – Marquees

We require a competent, experienced and qualified contractor to provide us with marquees and pop up gazebos during Belfast Pride 2017. The following equipment is anticipated as possibly being required;

- ✓ 3m by 30m marquees
- ✓ 3m by 6m pop up gazebos
- ✓ 3m by 4.5m pop up gazebos

We typically use pop up gazebos throughout Pride Week at different events in the City Centre as well as at our events on Saturday 5th August 2017. Delivery/Collection times will vary due to this.

Minimum Requirements

- ✓ Must have experience providing similar services to other similar events
- ✓ Must have appropriate resources in place including backup resources should equipment fail or additional equipment be required

Information Required from Tenderer

- 1) Pricing per type of marquee / gazebo listed above
- 2) Confirmation that all items will be fully tested prior to event to ensure working order
- 3) Confirmation of wind restrictions for the structures
- 4) Confirmation of material fire resistance (including testing certificates) for the structures

Lot 8 – Tables & Chairs

We require a competent, experienced and qualified contractor to provide us with folding tables and chairs during Belfast Pride 2017. The following equipment is anticipated as possibly being required

- ✓ 6ft rectangular folding tables
- ✓ Folding chairs

Delivery will be required between 1600 and 1800 on Friday 4th August and collection on Saturday 5th August between 2000 and 2200. Numbers will be confirmed prior to the event but it is likely to be in excess of 30 tables and 50 chairs.

Minimum Requirements

- ✓ Must have experience providing similar services to other similar events
- ✓ Must have appropriate resources in place including backup resources should additional equipment be required

Information Required from Tenderer

- 1) Pricing per table and per chair to including delivery and collection

Lot 9 – Electrical Services

We require a competent, experienced and qualified contractor to provide us with electrical services during Belfast Pride 2017. This will include and not be limited to;

- 1) Connecting distribution boards to generator with cables and certifying connections
- 2) Connecting portable cabins to generator/rising distro boards in square with cables and certifying connections
- 3) Connecting traders / bar to either generators or rising distro boards and certifying their connection
- 4) Connection of other services to generators or rising distro boards such as Front of House AV Mixing location or Festoon Lighting

Attendance at site on Friday afternoon will be required (times to be confirmed once Staging, Audio and Visual suppliers appointed) as well as on Saturday morning prior to opening of site to public.

Minimum Requirements

- ✓ Must have experience providing similar services to other similar events
- ✓ Must have NICEIC certification to allow the tenderer to undertake the certifying required

Information Required from Tenderer

- 1) Please provide a price per hour for provision of qualified electrician and, if applicable, a cost for providing certification documents for connection
- 2) Please outline any minimum number of hours per site visit
- 3) Please provide a list of additional services or equipment that can be provided on the day including pricing for these services/equipment

Lot 10 – Electrical Equipment

We require a competent, experienced and qualified contractor to provide us with electrical equipment during Belfast Pride 2017. The following equipment is anticipated as possibly being required

- ✓ 100Kva Silenced Generator (to include fuel usage within hire price)
- ✓ Festoon Lighting (per 100m)
- ✓ 63Amp Distribution Boards with cable from Generator (placed around 10m from generator)
- ✓ Cable Ramp (price per metre / section)
- ✓ 32A Cables from Generator to Portable Cabins (priced per 10m cable or similar)
- ✓ Any other electrical equipment typically used at outdoor events / concerts

Minimum Requirements

- ✓ Must have experience providing similar services to other similar events
- ✓ Must have appropriate resources in place including backup resources should equipment fail during Belfast Pride event

Information Required from Tenderer

- 1) Full pricing breakdown including the itemised lists above. Tenderers can include pricing for other items but only the items specifically listed above will be used in pricing assessment for this tender
- 2) Information on inspection and Testing for all equipment must be provided
- 3) Confirmation that all items will be fully tested prior to event
- 4) Information on tenderers plans for equipment failure, especially generator failure, during event

Lot 11 – Radio Communications

We require a competent, experienced and qualified contractor to provide us with Radio Communications to assist with the production of events during Belfast Pride 2017.

We require two different radio channels, one for the Parade and one for the Party in the Square. Ideally they should both be accessible on the same radio units for key managers etc but not all radio users.

Channel 1 Parade (route is approximately; High Street, Donegal Street, Royal Avenue, City Hall, Donegal Sq South, Upper Queen Street, Castle Street, High Street)

Channel 2 Party in the Square (Custom House Square)

Specification;

- Between 10 and 20 radios, possibly in excess of this.
- Each radio must come with a noise cancelling headset or in-ear earpiece with lapel or speaker microphone
- A minimum of 10 radios on each channel should have good quality Noise Cancelling Headsets which are suitable for hearing and speaking in high noise environments such as front of stage
- All radios must be supplied with high capacity batteries and fully charged upon delivery

It is the responsibility of the tenderer to undertake checks to ensure the entire route of the parade has good, if not excellent, coverage prior to submitting their tender. There is power available at Custom House Square if you feel any booster / repeater is required and would be suitable at this location. No other premises are available from Belfast Pride or otherwise for the location of boosters / repeaters.

Minimum Requirements

- ✓ Must have experience providing similar services to other similar events
- ✓ Must have appropriate resources in place including backup resources should additional radios be required given 24 hours' notice or for replacement of faulty radios
- ✓ Must have adequate supervision available

Information Required from Tenderer

- 1) Pricing broken down into following categories;
 - a) Portable Radio with Noise Cancelling Headset
 - b) Portable Radio with In-Ear Earpiece + Lapel or Speaker Mic
- 2) Details of Make + Model of all equipment to be supplied

Lot 12 – First Aid Services

We require a competent, experienced and qualified contractor to provide us with Event First Aid and Medical services during Belfast Pride 2017. The following categories of staff & equipment will be required:

- ✓ First Aiders
- ✓ Ambulance Personnel
- ✓ Ambulance Vehicles
- ✓ Other Vehicles (such as Bicycles)
- ✓ Paramedics
- ✓ Supervisor/Manager in charge of Medical/First Aid services at the event
- ✓ Control Room Radio Operator to dispatch Medical/First Aid services

Minimum Requirements

- ✓ Must hold relevant approvals from government agencies / emergency services
- ✓ Must have experience providing similar services to other similar events
- ✓ Must have appropriate resources in place including backup resources should on site resources, such as vehicles, be removed from service

Information Required from Tenderer

- 1) Pricing per hour excluding VAT for each of the staff roles above
- 2) Confirmation of minimum shift length per above roles
- 3) Details of communication structure and equipment between staff
- 4) Details of your policy on staffing level for ambulances
- 5) Details of other vehicles you can potentially supply such as bicycles or quad bikes including equipment carried list and photographs
- 6) Details of any other support equipment, such as First Aid post shelters / gazebos, which may benefit service provision

Lot 13 – Event Security Services

We require a competent, experienced and qualified contractor to provide us with Event Security services during Belfast Pride 2017. The following categories of staff will be required:

- ✓ Non Show Day – Security Guards (Day Time)
- ✓ Non Show Day – Security Guards (Overnight – Must have vehicle for shelter)
- ✓ Event Safety Stewards (non SIA)
- ✓ Event Security (SIA Door Supervisor licence)
- ✓ Event Supervisors
- ✓ Event Security Managers

Minimum Requirements

- ✓ All persons undertaking licensable roles must have relevant licenses and qualifications.
- ✓ All staff must hold Equality & Diversity training including Child Protection

Information Required from Tenderer

- 1) Pricing per hour excluding VAT for each of the staff roles above
- 2) Confirmation of minimum shift length per above roles
- 3) Details of communication structure and equipment between staff
- 4) Details and evidence of staff training to as outlined above
- 5) Information and evidence of any other accreditations held
- 6) Information on Lone Worker procedures and systems
- 7) List of references from events services by tenderer in last 3 years of similar type (city centre, parades, concert, family events, festivals etc).
- 8) Any other relevant internal documentation such as policies, procedures, and checklists which the tenderer believes will help demonstrate quality of service.
- 9) Details of costs for planning and attending meetings in run up to event

Lot 14 – Audio Production Services

We require a competent, experienced and qualified contractor to provide us with Audio Production Services to include a PA system and associated equipment for our Main Stage during Belfast Pride 2017.

The capacity of Custom House Square is 5,500 and we want to ensure everyone in the square is able to enjoy the on stage entertainment and artists.

We require a flown PA system from our stage which will adequately cover the venue and crowd size. Whilst our specific requirements will not be known until final artist line-up we will require multiple wireless microphones and the typical equipment expected to be used for a multi artist concert setup. Any riders will be communicated tenderer as soon as known.

We will require a live feed output to our live content team based in a portable cabin behind the Main Stage.

We will provide a FOH for the Audio + Lighting Production Services located approximately 20-30metres into the audience on Stage Right. There is immediate access to backstage from this position via a VIP area. This FOH will be located on the raised section of Custom House Square.

Load in should be on Friday 4th August 2017, in conjunction with stage arrival, typically from lunchtime onwards. Sound checks cannot be performed until after 1700. We propose to hold sound checks from 1800 and no later than 1900.

Minimum Requirements

- ✓ Must have experience providing similar services to other similar events
- ✓ Must have appropriate resources in place including backup resources should equipment fail or additional equipment be required
- ✓ Must have experience of similar events in Northern Ireland.

Information Required from Tenderer

- 1) Fixed price to cover above outline of the event
- 2) Confirmation that all items will be fully tested prior to event to ensure working order
- 3) Outline of experience of team proposed to provide your services at Belfast Pride

Lot 15 – Lighting Production Services

We require a competent, experienced and qualified contractor to provide us with Lighting Production Services for our Main Stage during Belfast Pride 2017.

The capacity of Custom House Square is 5,500 and we want to ensure everyone in the square is able to have an enjoyable experience. Stage Lighting is a crucial part of this.

We do not have a specific specification for this but we would like tenderers to offer cost effective creative solutions to potentially include:

- ✓ 12-18 Moving Head LED Multi Colour Lights attached to stage truss crossbar or on structural columns
- ✓ Star Cloth curtain on rear of stage
- ✓ Various hanging LED strip effects on rear of stage
- ✓ Other effects such as smoke effects or CO2 cannons etc

Load in should be on Friday 4th August 2017, in conjunction with stage arrival, typically from lunchtime onwards.

Minimum Requirements

- ✓ Must have experience providing similar services to other similar events
- ✓ Must have appropriate resources in place including backup resources should equipment fail or additional equipment be required

Information Required from Tenderer

- 1) Fixed price to cover above outline of the event above
- 2) Confirmation that all items will be fully tested prior to event to ensure working order
- 3) Outline of experience of team proposed to provide your services at Belfast Pride

Lot 15 – Outdoor Food/Catering Services

We require a competent, experienced and qualified contractor to provide us with food/catering services to a number of outdoor events for Belfast Pride 2017.

These events are the Big Pride Picnic at Belfast City Hall on Sunday 30th July and the Party in the Square at Custom House Square. The Big Pride Picnic has the potential to attract 1,000 to the grounds of City Hall. Pride Day will take place on Saturday 5th August this year and we would expect up to 10,000 people through our two sites for Party in the Square and Pride Village.

We require a variety of foods available at each event/site to include vegetarian and children's options. As well as coffee, confectionary and other options.

We would particularly welcome applications from individuals/companies who could provide all aspects and management of all the catering facilities throughout the event. However, we will consider applications from singular vendors to apply for specific lots.

In previous years, we have operated a system of paper vouchers to allow staff and volunteers working at the events to get food and drinks during the day. We have asked the vendors to collect these vouchers and submit them with any final payment as if they were cash.

We expect to operate a similar system again this year, and tenderers must agree to accept voucher as payment. We will produce the vouchers and provide signage showing samples for your staff to recognise the vouchers.

Minimum Requirements

- ✓ Food must be prepared and served by staff with suitable environmental health certificates.
- ✓ You are responsible for providing hand-washing facilities for your staff to the satisfaction of Belfast City Council (Environmental Health Service).
- ✓ It would be preferred that a selection of foodstuffs be available, including vegetarian.
- ✓ You should explain what food items you propose to sell.
- ✓ Food should be cooked to order as far as possible, and not held longer than 15 minutes.
- ✓ Your tender application should clearly explain whether you propose to serve food from a custom vehicle or from a gazebo or similar.

Legal Requirements

The successful tenderer(s) must ensure they apply to the relevant bodies to ensure they are fully legal and have obtained all certificates and licences necessary to provide food services at the Square.

- a. You must apply to Belfast City Council for relevant street trading licences for each and every area of service.
- b. You must inform Belfast City Council (Environmental Health Service) that you will be serving food in the each location.
- c. You must ensure all generators and electrical equipment are certified in situ by a NICEIC electrician once set up.

- d. All electrical and generator equipment, as well as spare fuel, must be housed as per Building Control regulations.
- e. **No glass may be supplied to our customers.** You must ensure that all food and drink sold are in appropriate safe containers.
- f. Copies of the relevant certificates / licences should be provided to Belfast Pride not less than one week (7 days) before the event.

Schedule 1. Your and Our Responsibilities:

- a. Belfast Pride is proposing to provide 1100 litres Eurobins, which will permit food tenderers to dispose of their rubbish. Belfast Pride expects that tender amounts reflect the absence of this cost for you.
- b. Belfast Pride is proposing to hire folding tables. The majority of these are required for the Community Stalls area, and we plan to set up a food seating area. If you require folding tables (e.g. for you food service), please indicate in your tender application how many you require.
- c. You will be responsible for the cleaning and restoration of the area in which you serve food, and dismantling and removal of all your equipment at the end of the event. Belfast Pride will be hiring a road sweeper which can lift small rubbish (such as bottle tops), but you should load all rubbish bags and packaging into the Eurobins.
- d. On Pride Day all vehicles and equipment must be on site and assembled by 10.30am on Saturday and **all ancillary vehicles must be removed by 10:30am**. You will have access to the Square on Friday. We will have security staff on duty overnight, but it is not recommended to have stock on site overnight.
- e. The position of the bar and food service areas will be determined by Belfast Pride, and these will be clearly indicated on a site map that will be supplied to the successful tenderer(s) in advance.
- f. On Pride Day the hours of service will be: 11:00 am to 6pm (30 minutes prior to close of event at 7.30pm). The Parade leaves at 12 noon and returns about 1.15pm – this will be the peak demand for bar and food services.
- g. Family Day times TBC
- h. Please note that vehicle movements are not permitted during the Party, and thus vehicles are unlikely to be able to leave before about 7.45pm.
- i. You will be free to adorn the bar and food service areas with your own logo and paraphernalia, but no other area of the site without prior written permission of Belfast Pride.
- j. While the successful tenderer(s) have the right to refuse permission and service to individuals on their own premises, this will not apply at Party in the Square – all are welcome and entitled to service at the bar and food vendors– the only exceptions are to satisfy standard conditions of your licence or of the PSNI (e.g. those who appear to have consumed an excessive quantity of alcohol).
- k. Security of equipment, stock and cash will be your own responsibility at all times – in no way will Belfast Pride be liable at any time.
- l. Belfast Pride intends to employ professional security guards to assist with the smooth running of the event. However, Belfast Pride cannot guarantee that security personnel will be provided to specifically look after the bar / food areas. If the successful tenderer has any specific security requirements they must be organised by themselves and communicated to us before the event.

Information Required from Tenderer

- 1) Fixed price to cover above outline of the events above
- 2) Overall income for Belfast Pride, including guaranteed and at risk income.
- 3) Payment terms.
- 4) Previous experience of working with Belfast Pride.
- 5) Previous experience of providing outdoor bar or food services
- 6) Willingness to support regulatory processes, such as applying to Belfast City Council for street trading licences, where required.