

Appendix B. Statement of Requirements (Specification)

**Clapham Common Summer Season Commercial Events
Concession Contract
2020 - 2024**

1. PURPOSE

- 1.1. The London Borough of Lambeth require a suitably qualified provider with a high level of experience and knowledge to plan, promote and produce major events annually over the summer, in return for paying LBL a hire fee.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1. Lambeth has a rich history of hosting a range of events that are enjoyed by a diverse range of people; in 2016, the council created a new events strategy for 2016-2020. The key values of this strategy were:

- Generate income.
- Protect parks
- Keep the much loved Lambeth Country Show free
- Support a diverse range of events including community events and major events.
- Give certainty about the number of events

- 2.2. Lambeth has a long history of hosting large and major events across the borough. These range from single stage concerts to multi stage music festivals which have been taking place in parks and open spaces for over 280 years. Starting with the decadent regency concerts in the Vauxhall Pleasure Gardens in 1732 to the Lambeth Country Show in Brockwell Park which celebrates its 45th Year in 2019.

3. ABOUT CLAPHAM COMMON

- 3.1. Clapham Common is the most popular space for events in Lambeth. It has hosted international stars including Stevie Wonder, DeadMau5 and Madness. As well as single stage concerts such as Let's Rock. In addition it is the starting point for the Moonwalk and the British Heart Foundation London to Brighton Bike Ride which raises millions each year.

- 3.2. Clapham Common has been used for large scale events for the past sixteen years, including multi stage festivals such as SW4, House of Common, and Calling

- 3.3. Clapham Common was originally common land for the parishes of Battersea and Clapham. It is approximately 81ha of mixed uses including three ponds, sports pitches, woodland, wild flower areas, amenity grassland and a bandstand.

- 3.4. Clapham Common is one of the largest open spaces in the London Borough of Lambeth, it crosses the borough boundary, and around 50% of the western end of the common is located in the London Borough of Wandsworth. Clapham Common is wholly owned and managed by LBL. It serves residents and also attracts many visitors from outside of the borough.

- 3.5. The Common has a rich history, is an open space that contains structures of national importance such as the Grade 2 listed Bandstand and the Temperance water fountain.

- 3.6. Clapham Common has been awarded Green Flag status in recognition of exceptional high-quality green public space in 2018/19.

4. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 4.1. Over the last 6 years, Clapham Common has hosted increasing numbers of individual events each with their own build and break periods and differing levels of community

benefits. One contractor and one contract for major events over the summer means they will be delivered to the same standard and with community benefits across the entire programme

4.2. The purpose of this contract is to minimise the amount of time used for set up and de-rig by not having multiple events each requiring their own build.

5. DEFINITIONS

Expression or Acronym	Definition
BIDs	Business Improvement Districts https://www.lambeth.gov.uk/business-services-rates-and-licensing/help-for-businesses/lambeth-business-improvement-districts
CCMAC	Clapham Common Management Advisory Committee is the community group working with Lambeth Council to run Clapham Common.
EventLambeth	This is the London Borough of Lambeth's dedicated in-house event management service.
LBL	London Borough of Lambeth
Pro-Forma	A document containing the details of the event application and the stages it has been through, which is circulated to Friends Groups, MACs and Ward Councillors for comment.

6. SCOPE OF REQUIREMENT

6.1. The requirement is for the operation of commercial events on Clapham Common for between July and August, during the 4 year period 2020 - 2023, with a possible 1 year further extension in 2024.

6.2. LBL is looking for a suitably qualified Provider to plan, promote and produce events annually, in return for paying LBL a hire fee.

6.3. LBL will also consider bids from suitable consortia. All references in this document to 'successful Provider' should be taken to apply to a successful consortium if the successful bidder is a consortium.

6.4. Map of Clapham Common

6.4.1. For music festivals / concerts the maximum site footprint is shown below outlined in purple. Festivals and concerts can only take place within this footprint.

6.4.2. The capacity and type of event should determine if all or a section of the festival site

footprint would be used and this should be illustrated within the event proposal.

- 6.4.3. A 4m gap needs to be left at the top of the site between the event fencing and the Basketball Court/Skate Park.
- 6.4.4. It should be noted that not more than 10% of Clapham Common can be fenced off for an event at any one time. Therefore the maximum size for an event to take place on the common is 81,199 Sqm.

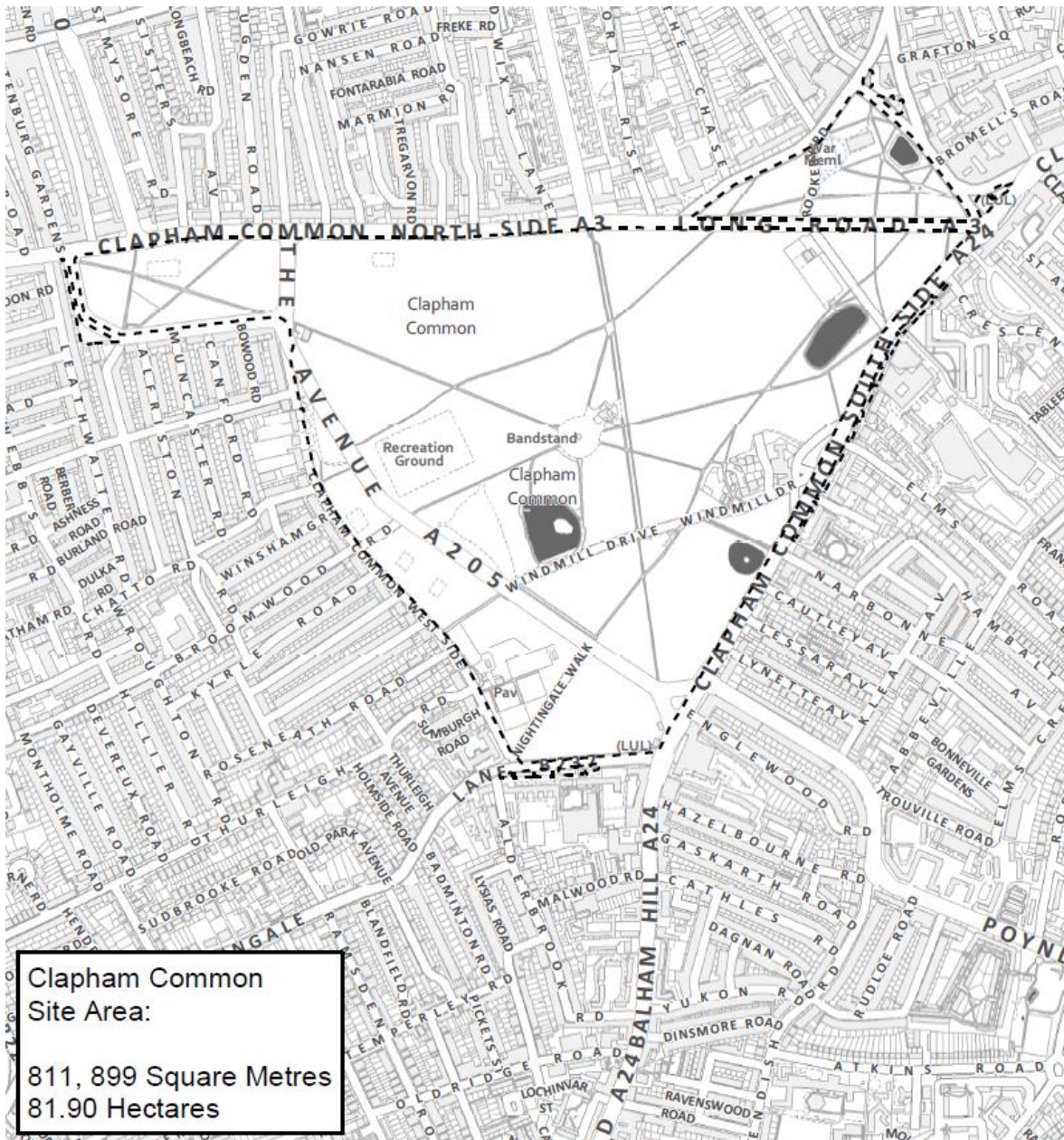


Fig 1



Fig 2 – Clapham Common Events site

6.5. Annual event period

- 6.5.1. This opportunity is specifically for major events to take place between July and August of each year of the contract.
- 6.5.2. Given the nature of the events sought these will be summer, ideally August, to avoid other key events across the borough and London.
- 6.5.3. Should another summer month be preferential to the tenderer this needs to be indicated in the tender submissions.
- 6.5.4. The number of commercial event days will be limited to 10 event days per annum, allowing for a maximum of six major event days with a capacity of between 20,000 and 39,999 and four large event days with a capacity of up to 19,999 for each year of the contract in 2020, 2021, 2022 and 2023 with a possible extension of one year to include 2024.
- 6.5.5. There will be some other events that will continue to take place, which means the Common will not be available for use at the same time. These are detailed below.

Event	Location	Time/ Period
The Moonwalk	Event Site – without extension use	May
Irvins Funfair	Funfair Site	Feb Half Term and Easter Holidays

Event	Location	Time/ Period
British Heart Foundation London to Brighton Bike Ride	Field next to Clapham South	June
CCMAC Bandstand Programme	Bandstand	Year Round
Dr Bike	Opposite Cedars Road	Year Round
Colourscape	Field next to the Windmill Pub	September
Trinity Hospice Walk	Around the Common using Paths	Varies
Clapham Old town Fair	The Pavement	End August/September
Circus	Funfair Site	October half term (if doesn't go ahead there would be a third visit from Irvins Funfair)
Bandstand Beds	Bandstand and area near to the Community Garden	Autumn
Winterville	Funfair Site and grass pitch	Winter

6.6. Event Types

- 6.6.1. LBL is open to suggestions with regard to the nature of events; in the past has hosted both single stage music concerts and multi stage festivals. As detailed in the ITT, the quality of the event and associated offer will form part of the tender consideration.
- 6.6.2. Regardless of the type of event it should have high standards of customer service, delivery, and a strong food and drink offer. LBL is looking for a series of events that appeal to a range of people; including local audiences and visitors to the borough from all demographic profiles.
- 6.6.3. The programme of events should take into account the local area, borough and users of the Common. There are some events that LBL will not permit to take place these include:
- Gambling events
 - Alcohol led events
 - Events with adult content such as those that would require a licence for a sex establishment
 - Any event that could bring the Council into disrepute
 - Experiential events that promote brands which do not align with the Council's policies
 - Paint races or similar which involve the distribution of powders or paints across the common

- 6.6.4. Tender submissions must include a proposal for the programme of events for 2020.
- 6.6.5. A proposal for the programme of events for each subsequent year must be provided by 1st January in advance of the following year for each remaining year (unless otherwise agreed with the council). A statement of intent will need to be provided outlining what the Provider would be seeking as a programme of events in 2021, 2022 and 2023.
- 6.6.6. The successful Provider will be permitted to hold events over only one consecutive weekend in each event season.
- 6.6.7. Subject to licensing, events, will not be permitted to finish later than 11pm (Friday/Saturday) and 10.30pm on Sundays and bank holidays. There will be a 9pm finish on Mondays to Thursday provided those days are immediately prior to or immediately after an event weekend. In case of a bank holiday Monday following an event weekend, Sunday finishing times would be applied.

7. Key Performance Indicators (KPI's)

7.1. KPIs are subject to modification and agreement on award of contract with the successful provider

Outcome	Means of Measuring Outcome	Target Outputs	Evidence	Strategic Priorities	
1	Provide local community special offers	local engagement with Community Groups, Business Improvement Districts (BIDs), Schools and youth centres	300 tickets (150 pairs) of complementary (free) tickets to each ticketed event day to be distributed to LBL residents/Community Groups	Feedback received from residents and community groups / Annual reporting List of residents and Community Groups who benefitted from the tickets	Creating inclusive growth
2	Increase in local opportunities derived from event days	Increased training, work experience and employment opportunities generated from major events	A 10% annual increase in opportunities derived from events activity. Numerical Target to be agreed at the outset of contract and at annual review of the contract.	Annual reporting	Creating Inclusive Growth

Outcome	Means of Measuring Outcome	Target Outputs	Evidence	Strategic Priorities	
3	Events to be accessible to all and reasonable adjustments made to ensure that anyone who wants to can attend	Aligning the events with a recognised disability-led charity including the Disability Advice Service of Lambeth.	Events are 50% more accessible and inclusive for Deaf and disabled people.	Annual reporting	Reducing Inequality
4	Raise the profile of the local area	Via industry press and media outlets	Clapham Common rated within top 5 destination areas and Boroughs for Things to do in London including major concerts and festivals e.g: https://secretldn.com/london-music-festivals/ https://www.visitlondon.com/things-to-do/whats-on/music/music-festival	Annual reporting Digital and Media mentions and editorials across platforms such as Visit London, News and Press, Time Out, UK Festival Guides.com	Building strong and sustainable neighbourhoods
5	Increase in perception that Lambeth has a cultural events offer available to everyone	Evaluation feedback from event attendees, residents, business and community groups etc	85% of evaluation feedback feel that the events are very good or excellent	Evaluation feedback from contractor to be provided as part of Daily Reports to each Council's Authorised Officer, followed by Annual Reporting	Reducing inequality
6	Work towards a greener and sustainable events programme	Aligning the events with the Lambeth Green Events Guide	Annual Targets as set in the Lambeth Green Events Guide to reduce carbon footprint and greener event initiatives to lower the environmental impacts	Annual reporting	Building strong and sustainable neighbourhoods
7	Superior customer care	Evaluation feedback from event attendees, residents, business and community groups etc	70% of respondents feel that the events customer service provided is very good or excellent. With at least a 5% growth year on year.	Evaluation feedback from contractor to be provided as part of Daily Reports to each Council's Authorised Officer, followed by Annual Reporting	Reducing inequality

Outcome	Means of Measuring Outcome	Target Outputs	Evidence	Strategic Priorities	
8	All Complaints are dealt with in a timely manner	All complaints received are logged with date and time received. Responses to each complaint are also recorded and can be provided to the relevant Council's Authorised Officers.	<p>100% of complaints are noted and dealt with effectively:</p> <p>a) in a manner that supports the borough's reputation as a responsible borough.</p> <p>b) Within 10 days for written complaints and a response given at the time or within 1 day if needed for phone calls</p>	<p>Log of complaints provided with responses to complaint from the Event Attendee, Resident, business with levels of satisfaction with Events Service (indicated through evaluation feedback)</p> <p>Log of complaints / enquiries with progress and resolutions are shared with the contract manager throughout the event period</p> <p>Final account of all complaints received and actions taken are submitted not more than 14 days after the last event day.</p>	Building strong and sustainable neighbourhoods

8. Commercial Arrangements

- 8.1. This tender opportunity provides the letting of a contract to a commercial events Provider for the use of agreed sites for up to ten commercial event days per annum allowing for six event days with an audience capacity of between 20,000 and 39,999 and four days with an audience capacity between 5,000 and 19,999 for each year to take place between July and August from 2020 to 2023 inclusive, with the possibility of an extension to include 2024. The maximum capacity across all event days is 319,990 per year.
- 8.2. LBL is seeking a minimum guaranteed income of £649,975 per contract year. This fee must be achieved within a maximum of 10 event days per year.
- 8.3. Within Appendix E – Pricing Schedule bidders must commit, for each contract year, a guaranteed fee to the council. This annual fee will be based on the number of event days and a minimum capacity for each event day.
- 8.4. If at any point during the contract the successful bidder decides to reduce the number of event days or capacity for any of the event days (for any reason), then the bidder will still be required to recompense the council the full amount guaranteed as per their response in Appendix F – Method Statements.
- 8.5. In the event of sales exceeding the minimum capacity, or in the event of additional days being agreed with the council outside of the original offer in Appendix , then the per head fee for that contractual year will apply.
- 8.6. Event days will not be transferable across contract years i.e. if you bid for 6 Event days in 2020 but only hold 5 Event days in that year, you will still be required to pay for the 6 events in that year and you will not be permitted to offset the unused Event day/s against subsequent contract years.
- 8.7. LBL will be seeking a minimum baseline fee, which will meet or exceed £2.50 per head against audience capacity. To be eligible to bid, the offer will need to meet or exceed a minimum combined audience capacity of at the baseline fee level of £2.50 per head. This will need to be realised within a maximum event period of 10 days each year and not exceed an event audience capacity of 39,999 per day. The offer can reduce the audience capacity if the baseline fee is increased and the same level of fee offer overall can be maintained.
- 8.8. For the avoidance of doubt, the successful bidder shall be permitted to increase their fee offer (either through holding more events or increasing proposed capacity, for example), but shall not be entitled for any reason whatsoever to reduce their fee offer. This shall be a condition of the Contract and, as such, the breach of which shall entitle the Council to terminate the contract and recover all losses (including loss of income).
- 8.9. For example the baseline minimum offer could be any of the following:
- 8.9.1. **Example 1- Year 1**
- Number of event days: 7
 - Audience capacity each event day = 4 x 39,999 +3 x 15,000
 - Baseline fee £3.18 per head capacity against audience attendance
 - Fee Offer year 1= £651,887
 - Total audience attendance =204,996

Event days	1	2	3	4	5	6	7		TOTAL
Capacity	39,999	39,999	39,999	39,999	15,000	15,000	15,000	Audience Attendance	204,996
Baseline fee	£3.18	£3.18	£3.18	£3.18	£3.18	£3.18	£3.18		
Fee Offer	£127,196.82	£127,196.82	£127,196.82	£127,196.82	£47,700	£47,700	£47,700		£651,887

8.9.2. Example 2 – Year 1

- Number of event days: 5
- Audience capacity each event day = day 1 x25,000 + day 2 x25000 + day 3 x20000 + day 4 x 15000 + Day 5 x 10000
- Baseline fee: £7.00 per head capacity against audience attendance
- Fee Offer year 1 =£665,000
- Total audience attendance = 95,000

Event days	1	2	3	4	5		TOTAL
Capacity	25,000	25,000	20,000	15,000	10,000	Audience Attendance	95,000
Baseline fee	£7	£7	£7	£7	£7		
Fee Offer	£175,000	£175,000	£140,000	£105,000	£70,000		£665,000

8.9.3. Example 3 – Year 1

- Number of event days 9
- Audience capacity each event day = 6 x 39,999 + 3 x 15,000
- Baseline Fee £3 per head against audience attendance
- Fee Offer year = £854,982
- Total audience attendance =284,994

Event days	1	2	3	4	5	6	7	8	9		TOTAL
Capacity	39,999	39,999	39,999	39,999	39,999	39,999	15,000	15,000	15,000	Audience Attendance	284,994
Baseline fee	£3	£3	£3	£3	£3	£3	£3	£3	£3		
Fee Offer	£119,997	£119,997	£119,997	£119,997	£119,997	£119,997	£45,000	£45,000	£45,000		£854,982

9. Commercial rights

- 9.1. In return for the financial offer described above the successful Provider will retain all commercial rights over the events that form a part of this tender.
- 9.2. LBL reserves the right to permit additional commercial events in the park but would allow a four week period between any events that could reasonably be seen as competing.
- 9.3. LBL maintain the right to stage other non- competing events at any time, including but not limited to, charity runs, corporate and brand events, Clapham Common Management Advisory Committee events and private functions.

10. Damage Deposit

- 10.1. LBL require that the successful Provider provides a bond against damages to the value of £20,000 prior to the first event period. This bond is to be topped up by the successful Provider before each proceeding event period so that it is maintained at the sum of £20,000.
- 10.2. LBL will notify the successful Provider when deductions are being made from the bond. The successful Provider's liability is not limited to the value of the bond. Any remaining bond shall be returned to the successful Provider at the end of the Contract Period.

11. Payment Schedule

- 11.1. LBL requires payment for the contract along the following schedule. Any deviation from this schedule without prior agreement may result in a termination of the contract and all monies owed to LBL Payable immediately.
 - 11.1.1. Year 1 – 3: 4 Payments each of 25% of the contract amount to be received by LBL on 31st January, 30th April, 30th June, 30th September
 - 11.1.2. The Damage Deposit payment to be received by LBL on the 30th June
 - 11.1.3. Year 4 and 5 (if agreed) 25% of the contract amount to be received by LBL on 31st January, 30th April, 50% of the Contract amount and the damage deposit to be paid by 30th June.
- 11.2. The payment schedule is further set out in the Contract Conditions under concession fees.

12. Free tickets

- 12.1. A minimum of 300 (150 pairs) of complementary tickets to each ticketed event day shall be made for the distribution to LBL residents/Community Groups.

13. Changes to Agreed Capacities.

- 13.1. Audience capacity can be increased up to the maximum limits only by agreement in writing with LBL at any point during the contract period.
- 13.2. Reconciliation of tickets sales above the initial agreed minimum would be at the same per head price offered for each contractual year in the Fee Schedule.
- 13.3. This per head fee includes the right to occupy the site during a reasonable period of load in and load out of the event infrastructure as agreed with LBL. This will entail 9 days of load in and 7 days for load out, any additional days may be charged at £3000 per day unless otherwise agreed by a contract manager.
 - 13.3.1. This is subject to licensing, planning permission and any other statutory approvals.
- 13.4. Additionally the number of event days can increase up to the maximum of 10 event days per annum limit at any point during the contract period by agreement in writing with LBL at the same per head priced offered.
- 13.5. Increase in the capacity of number of event days is subject to licensing, planning and any other statutory permissions.
- 13.6. The successful Provider will take all financial risk and will benefit from all commercial rights associated with this contract, in return for the agreed fee proposed in the Fee Schedule.
- 13.7. The successful Provider will present to the council, within 30 days of each Event Period, authenticated ticket sales data for advance and on the day ticket purchases for reconciliation against the Baseline Fee.
- 13.8. The successful Provider shall pay the council a further fee per head as per the rates stated in the Fee Schedule. Guest list ticket allocation that has nil monetary value, or a contribution value designated to an official charity partner, shall be excluded.

14. Role of the successful Provider

- 14.1. The successful Provider will be responsible for planning, promoting and producing all aspects of their events including, but not limited to:
 - 14.1.1. Devising the creative concept
 - 14.1.2. Sourcing potential talent, attractions and food and beverage traders
 - 14.1.3. Promoting the event, pricing and ticketing arrangements, marketing, securing sponsorship, press relations
 - 14.1.4. Procurement and supervision of all attractions, traders, suppliers, sub-contractors
 - 14.1.5. Organising all logistical and operational matters to do with the event, including the management of health & safety and environmental protection on site
 - 14.1.6. All aspects of staffing and securing the event
 - 14.1.7. Securing all necessary permissions and carrying out all stakeholder consultations, with the reasonable assistance of LBL
 - 14.1.8. Making all arrangement including application and payment for all necessary licences such as Premises Licences for the events programme
 - 14.1.9. Budget management, accounting, cash security, payment of all suppliers, receipt of all incomes
 - 14.1.10. Payment of all fees and royalties due to the Performing Rights Society and Phonographic Performance Limited (or any other relevant Provider or body)

15. Event production

- 15.1. The successful Provider will be responsible for, and should budget for, all aspects of the event production, including but not limited to: providing all infrastructure, power, toilets, cabins, barriers, fencing, 24 hour security, site management, traffic management, signage, crowd management, egress management, waste management, concessions and welfare, accreditation, media management and management of the attractions.
- 15.2. For the purposes of budgeting and tendering the successful Provider should assume that no utilities or services, other than water, are provided by LBL or are pre-existing at the venue (including electricity, gas, and sewerage).
- 15.3. There is an existing water supply available on Clapham Common which can be used for events. The Provider would be required to arrange any necessary water purity tests at a cost to the Provider if the water supply is to be used for drinking water. Water usage costs are recharged at the rate charged to the council by the supplier. Water meters are fitted to the onsite water supply.
- 15.4. The minimum standard LBL will require for infrastructure is compliance with all relevant Health and Safety legislation and industry guidance on best practice including, but not limited to, the Event Safety Guide. However, LBL wish to be associated with high standards of customer comfort and welfare and will therefore require sight of and compliance with a robust event management plan for each event and high production values.
- 15.5. The successful Provider will be expected to provide a comprehensive onsite traffic management plan and appropriate risk assessments to manage the movement of vehicles on site as part of the event management plan for each event. This will include the movement of buggies throughout the site on the outer perimeter and adequate plans for event vehicles accessing the site for the load in / out, such as vehicle deliveries as

well as escort arrangements.

- 15.6. The successful Provider will be required to comply with a set minimum extent and standard of external stewarding, temporary toilet locations, barriers and traffic management provisions for all events.
- 15.7. The level of resource will be agreed through the planning process and generally will be applied to events with a capacity of 10,000 plus, with additional requirements for events exceeding 19,999. Sponsorship and branding
- 15.8. LBL will not suffer or permit the marketing or promotion of tobacco products or Gambling on the event site or any council property (including land).
- 15.9. Commercial logos, advertising and branding are not allowed on the outside of the event enclosure other than directional signage or branding denoting an entrance to the event. LBL may not permit sponsors branding or advertising inside the event site if, because of its height, it is clearly visible across the Common.

16. Park Protection and Ecology

- 16.1. The successful Provider will be required to provide and implement a plan for the protection of the ecology of the common by way of an Environmental Impact Mitigation Plan.
- 16.2. Measures must include, but are not limited to
 - 16.2.1. Avoiding damage to trees including compaction of root zones.
 - 16.2.2. Ensuring events do not result in biodiversity losses.
 - 16.2.3. Ensuring against any damage to the Common, furniture, infrastructure, gates and the surrounding areas.
- 16.3. The successful Provider will need to set out how they intend to protect trees from any potential damage caused by the events. LBL will not permit anything to be hung in or fixed to trees unless agreed in writing.
- 16.4. The successful Provider is required to set out how they intend to protect the physical landscape of the common and should be mindful to seek to avoid driving on the grass as much as is realistically possible, by use of temporary trackway, using existing paths and minimising vehicle movements.
- 16.5. LBL expects to see demonstration of the experience and background required to protect the Common and method statement of how this will be managed.
- 16.6. The successful applicant is required to have a sustainability policy detailing how they will manage, deliver and show improvements on the sustainability of the event.

17. Licensing

- 17.1. It shall be the responsibility of the successful Provider to make an application for the premises licence and the council shall not be held liable for the outcome of such application and the payment of the fees or any expenses incurred.
- 17.2. LBL cannot be held responsible for the denial of a licence application.
- 17.3. Premises licence applications can take at least three months and the successful Provider needs to ensure that appropriate time is left to obtain appropriate permissions.

Further information about LBL licensing can be found at - <https://www.lambeth.gov.uk/business-services-rates-and-licensing/licence-applications/apply-for-a-premises-licence>

- 17.4. LBL cannot be held responsible for any conditions placed on the licence that limits the operations of the successful Provider.
- 17.5. EventLambeth will arrange a meeting with the Licensing Team for the successful Provider to discuss licence applications once the contract is let.
- 17.6. The successful Provider shall comply in every respect with the conditions of the premises licence which is granted in respect of the Services, the compliance with which shall be a condition of the Contract. Failure to do so shall give the council the right to terminate the contract without any liability to the contractor and recover all losses.
- 17.7. The successful Provider will be responsible for obtaining any other statutory licences or permissions required for the events.

18. Planning Permission

- 18.1.
- 18.2. It shall be the responsibility of the successful Provider to provide EventLambeth with the information needed to submit an application for planning permission, should it be required.
- 18.3. The council shall not be held liable for the outcome of such application.
- 18.4. Planning permission can take up to 6 months to be granted and so an application will be submitted as soon as possible once the contract has been let, subject to the documentation being provided to EventLambeth.
- 18.5. LBL is not responsible for any failure to receive planning permission in time for the event if the documentation is not submitted within the agreed timescales.
- 18.6. LBL cannot be held responsible for the denial of planning permission.
- 18.7. EventLambeth will arrange a meeting with the planning team to discuss application submissions so that the successful Provider is aware of the processes and requirements.
- 18.8. Any documents or information that have been submitted in the past for planning applications on behalf of EventLambeth can be found online at <https://planning.lambeth.gov.uk/online-applications/>.
- 18.9. Further information about planning applications in Lambeth can be found at - <https://www.lambeth.gov.uk/planning-and-building-control>
- 18.10. LBL cannot be held responsible for any conditions placed on the planning permission that limits the operations of the successful Provider.
- 18.11. The successful Provider shall comply in every respect with the conditions of the planning permission which is granted in respect of the contract, the compliance with which shall be a condition of the Contract. Failure to do so shall give the council the right to terminate the contract without any liability to the contractor and recover all losses.

19. Grounds Maintenance and Existing Infrastructure

- 19.1. Lambeth Landscapes are responsible for maintaining the site on behalf of LBL.
- 19.2. Grounds will be inspected prior to and post all events, and the successful Provider will

be responsible for any damage to the site as a result of the load in, load out or as a result of the events occurring.

- 19.3. If, as part of the pre-event grounds inspection, requirements are identified for tree pruning, removal of park furniture, etc. this work will be undertaken by Lambeth Landscapes and the existing LBL park contractors. The costs for this agreed between the council and the successful Provider, who will be responsible for paying for those costs, prior to the works taking place.
- 19.4. LBL will use existing contractors to undertake any grounds maintenance, hard infrastructure works or arboriculture works that are required as a result of events. The cost of any damages as a result of the load in, load out and the events will be passed on to the successful Provider.
- 19.5. The event site contains a range of infrastructure (benches and bins) should these need to be removed permission must be sought from the parks team and consideration would need to be given to safe storage.
- 19.6. If possible consideration to be given to keeping any footpaths through the event site open for build and break (as long as it is practicably safe to do so).

20. Health & safety

- 20.1. The successful Provider will be required to ensure that all elements of the event comply with all current health and safety legislation and guidance on best Health and Safety practice, such as the Event Safety Guide.
- 20.2. LBL require that a named person takes responsibility for the proposed event and this individual will be the point of contact for LBL during the planning and execution of the events.
- 20.3. The successful Provider will be required to:
 - 20.3.1. Comply with all relevant Health and Safety legislation, guidance and best practice.
 - 20.3.2. Provide professional verification of the safety of all temporary structures erected on the event site to LBL Building Control to allow for a Temporary Structures Licence to be issued.
 - 20.3.3. Provide LBL Building Control with all information applicable to section 30, temporary structures, a minimum of six weeks in advance.
 - 20.3.4. Keep the event site in a safe condition and keep working areas of the site secure against trespassers and members of the public, whilst still maintaining as much public access as possible.
 - 20.3.5. Ensure the safety of all equipment and staff either directly employed by the successful Provider or sub-contracted.
 - 20.3.6. Accept responsibility for the safety of all staff, sub-contractors staff and visitors to the event.
 - 20.3.7. Accept responsibility for the loss of or any damage caused to any equipment at the event or any damage caused to the site itself.
 - 20.3.8. Provide one or more suitably qualified Event Safety Officers to take responsibility for

Health and Safety during build, breakdown and during the event. (Nominated Event Safety Officers should have relevant, industry-recognised qualifications such as NEBOSH or IOSH.)

- 20.4. Management of health and safety includes the production of all required event documentation within a detailed Event Management Plan. The Event Manager will be required to present and deliver the plans within an agreed timescale to the LBL Events Safety Advisory Group.
- 20.5. Each event may have specific issues requiring consideration, but all events will require:
- 20.5.1. **An event outline** - Including the proposed capacity, artist and audience profile, duration and timings, and sound check times.
 - 20.5.2. Management and staff - Detailed management structure and contact information for key personnel.
 - 20.5.3. Site Plan - Including all structures, entrances and emergency exits at a suitable size with a location grid.
 - 20.5.4. Risk Assessments for the event, build and break.
 - 20.5.5. Fire Safety – Consideration of means of escape, signage and firefighting equipment.
 - 20.5.6. Emergency and Contingency Planning – Detailing plans including communications and evacuation plans.
 - 20.5.7. Crowd Management Plans– Consideration of audience profile/dynamics, control of exits and entrances, admissions policy, lighting, and the deployment and training of stewards and security personnel. Dot plans of steward deployment between the event site and the major transport hubs, including a summary of level of training provided to stewards, command structure and detail on how these positions will be monitored throughout the event.
 - 20.5.8. Traffic Management Plans-Including public egress plans and any required external traffic management plans, such as road closures, traffic management orders, stewarding and way finding signage arrangements, as well as onsite traffic management plans for the load in, during the event an load out.
 - 20.5.9. Structures– provision of all contractors’ calculations and documentation as required.
 - 20.5.10. Electrical installation and lighting – Maintenance and safety of the installation needs to be considered and installed by a competent contractor, details of installation arrangements.
 - 20.5.11. Food, Beverage and Bars – Positioning of concessions / bars on the site plans and arrangements detail. Supporting information will be required by LBL food safety and trading standards at least 6 weeks prior to the event.
 - 20.5.12. Amusements, attractions and promotional displays, traders, special effects– List provided and detailed information where required in areas of enhanced risks that need to be mitigated against.
 - 20.5.13. Sanitary facilities– Details of type, number, location, and servicing of sanitary provision and hand washing arrangement to be outlined. Sanitary provision for

people with disabilities must also be considered.

- 20.5.14. Waste Management– Details of arrangements for all types of waste including storage and collection.
- 20.5.15. Facilities for people with disabilities – Arrangements need to be considered to ensure that all people from the community are able to attend the event.
- 20.5.16. Medical, ambulance and first aid management– Outline of provision, based on scale, type and profile of each event.
- 20.5.17. Information and welfare– Outline location, facilities, staff arrangement, and vulnerable persons and lost children procedures where relevant.
- 20.5.18. Ticketing, terms and conditions, search, ejection & drugs policy - Drugs policy for the event must be agreed as part of the LESAG process.
- 20.5.19. Production Schedule – Including running times of all stages and venues.
- 20.5.20. Noise Management Plan – Outline arrangements to ensure monitoring and compliance with premises licence conditions.
- 20.6. If pyrotechnics are to be used, this must be discussed with LBL and included within the Event Management Plan
 - 20.6.1. Further details about permission to use pyrotechnics can be found in the Terms and Conditions of hire.
- 20.7. The successful Provider will work collaboratively with LBL to ensure a seamless and coordinated approach to safety and security for the events; this includes, but is not limited to, adhering to Trading Standards and Licensing conditions and minimising the impact of the events to the local residents.
- 20.8. LBL would support the successful Provider considering applying for accreditation as a part of the [London Health Workplace Charter](#)

21. Lambeth Events safety Advisory Group and Emergency services

- 21.1. The successful Provider will attend the Lambeth Events Safety Advisory Group meetings (LESAG).
- 21.2. The purpose of the meetings are to inform the emergency and statutory agencies on event plans, to seek their advice, address any concerns they have, and to ensure that safety, security, crowd management, emergency and contingency planning is coordinated between LBL, agencies and the successful Provider's appointed Event Manager.
- 21.3. The Event Management Plan or any other supporting documentation should be provided in an electronic format 5 working days prior to the scheduled LESAG meetings.
- 21.4. The number of meetings held will be determined by the size and number of the events but as a general guide, 4 will be held including a table top meeting.
- 21.5. The successful Provider will be responsible for any costs levied by transport providers,

the Police, and other emergency services in relation to the events. The agencies do not normally charge for attending the LESAG meetings, but cost for policing the events needs to be factored in.

- 21.6. The successful Provider should include in their budget, provision of appropriate facilities for an Event Liaison Team (ELT). Typically this will comprise of a cabin, with power and internet capability and allowance for a suitable number of hand held two way radios. Toilet and catering facilities should also be provided for local authority ELT members.
- 21.7. For enforcement related issues, a single point of contact must be provided for LBL staff to liaise with. The LESAG will inform the level of enforcement required for the events, which include ensuring enforcement is present inside and outside of the common, for, control of illegal street trading, flyposting, street urination, noise, use of so called Legal Highs.

22. Responsibilities of LBL

- 22.1. LBL will undertake to provide the successful Provider with all reasonable access to the event site and exclusive use of the event space, as is required for the events during the agreed hire period.
- 22.2. LBL will not charge for any time spent by our officials in attending meetings.
- 22.3. Attendance at Events by Council Staff will depend on Council resources for events.

23. Termination of tender

- 23.1. Invitation to tender procedure shall not involve LBL in any obligation to award the contract and we may go back to annual arrangements if this tender does not produce a reasonable deal.
- 23.2. Please note we are not obliged to accept the best or any offer and we do have a notional minimum income we would like to see derived from this tender.
- 23.3. LBL shall not be liable for any compensation with respect to candidates whose tender have not been accepted nor shall it be liable in the event of its deciding not to award the contract.

24. Food and Catering Concessions

- 24.1. The successful Provider will have a free hand to let contracts for catering at events.
- 24.2. The successful Provider is also responsible for supplying LBL with a complete list of all caterers at the events and their local authority registrations.
- 24.3. All food traders must complete a Food Form and return, alongside other requested documentation to EventLambeth at least six weeks prior to the event.
- 24.4. Further requirements for Food traders can be found in Appendix C – terms and conditions of hire.
- 24.5. LBL would expect to see affordable and healthy food and drink options included as a part of the catering offer.

25. Access, equalities and diversities

- 25.1. The successful Provider must ensure that appropriate facilities and access arrangements are provided for people with disabilities.
- 25.1.1. It is advised that they consult with an appropriate disabled persons' consultancy or organisation to identify requirements and suggestions.
- 25.2. Equality and diversity must be fully taken into account in the programme, design, planning and operation of the event. This shall include but is not limited to
- 25.2.1. Considering how equality, diversity and accessibility will be addressed through the event, for example through pricing, marketing, site design, outreach work, education projects.
- 25.2.2. Ensuring that staff and sub contractors' staff are familiar with relevant statutory regulations.
- 25.2.3. Appropriate equalities training is provided for managers and front-line staff who are employed, volunteering or otherwise involved in the event.
- 25.2.4. Implementing appropriate procedures to deal promptly and sensitively with complaints about discrimination from staff or the public.
- 25.3. The successful Provider must operate, and actively demonstrate in all workforce matters the provisions of its Equal Opportunities/Equalities Policy which has been approved by LBL.

26. Sustainability

- 26.1. LBL are keen to promote sustainable management of events. The successful Provider should set out how they intend to manage the events' sustainably.
- 26.1.1. This shall include but is not limited to:
- 26.1.1.1. Sustainable procurement policies and standards.
- 26.1.1.2. Using sustainable resources (i.e. "green" energy, sustainably sourced timber).
- 26.1.1.3. Where practicable employing locally based staff and providing training and mentoring opportunities.
- 26.2. LBL would welcome the opportunity to working with the successful Provider to look at ways of minimising the impact on air quality, especially looking at ways to reduce NO2 emissions and particulate matter from vehicles and generators.
- 26.3. The use of single use plastics should be addressed across the events and look to be reduced year on year with details of policies to support this during the delivery of the events.
- 26.4. LBL would welcome working with the event organiser towards [ISO20121](#) accreditation.

27. Waste management

- 27.1. LBL expect high standards of waste management and cleanliness to be delivered and maintained throughout the event. The successful Provider must ensure that all waste generated throughout the build, event and breakdown period is collected and disposed of in an appropriate and sustainable manner.
- 27.2. For each event there should be provisions for adequate recycling (for glass, plastic, cans and paper/cardboard). Details of how this will be implemented should be included within the Event Management Plan.
- 27.3. The successful Provider will be responsible for litter collection within the event site footprint, in the queuing lanes, areas near to external box offices points, areas within the park towards major entry and exit points and any external event production car parks. The details of this will vary from event to event and individual site plans. Arrangements for litter collection will be included within individual Event Management Plans.
- 27.4. The successful Provider will also be responsible for litter collection on the public highway immediately surrounding the event exit routes and towards transport hubs where it is deemed that the event will impact in these areas. The council's waste management contractor will need to be commissioned for this.

28. Vehicles

- 28.1. There is no designated car parking within the Common and extremely restricted permit parking in adjacent roads.
- 28.2. The successful Provider must limit the parking of all site or staff vehicles to a designated car park area at all times including the get in and out to be agreed with LBL.
- 28.3. Each event management plan must include details of car parking arrangements.
- 28.4. There is no parking available for event attendees and this should be suitably communicated via marketing channels.
- 28.5. Additional cycle parking should be provided as appropriate.

29. Marketing and Public Relations

- 29.1. The successful Provider will be responsible for all aspects of marketing and promoting the events.
- 29.2. LBL retains the right to be consulted on press and media releases and publicity material via the Communications team.
- 29.3. The successful Provider will be required to consult with local residents likely to be affected by each event by letter drop to predetermined locations, giving residents a direct contact number on site throughout the entire event period including each build, show days and take down, this letter will need to be agreed with EventLambeth prior to distribution.
- 29.4. The successful Provider must not or permit or suffer to be done any unauthorised fly posting in the borough. Any unauthorised fly posters may be subject to enforcement

action.

30. Community and other Benefits

- 30.1. Under the terms of the contract a number of complementary tickets shall be made available to residents or LBL community groups.
- 30.2. The Council has a policy of supporting the local community, particularly from an employment perspective. Therefore the Provider should demonstrate ways in which they can support LBL in delivering this aim.
- 30.3. LBL would look for companies who are offering targeted employment opportunities for residents who are disabled, have mental health issues or are long term unemployed.
- 30.4. The Provider may also consider measures to support local community events in Clapham Common or within the surrounding area.
- 30.5. Where practicable the successful Provider should employ locally based staff and provide training and / or mentoring opportunities.
- 30.6. LBL would look to the successful candidate to provide quality apprenticeships, training and / or mentoring opportunities which can be accessed by Lambeth residents especially those from a BAME background, who are young, disabled or care leavers.
- 30.7. The successful Provider will be required to provide the Council with an annual report outlining the economic and community benefits achieved within three months of the final Event Day for each calendar year of the Agreement.

31. Community Impact

- 31.1. The successful Provider will be required to hold a minimum of two resident consultation and engagement meetings (pre- and post-event) where deemed reasonable and appropriate by the Council.
- 31.2. The successful Provider will be required to meet with the LBL Cabinet member to enable feedback from residents and local businesses to be addressed. Any reasonable actions required as a result of this meeting, shall be undertaken by the successful Provider at their own cost.
- 31.3. Additional to multi agency debriefs a separate performance review of every event day against contractual obligations set out within the terms and conditions will be held following the events on a mutually agreed date.
- 31.4. The successful Provider will operate a residents' phone line throughout the event period, including the build and break period. The Provider will be required to share their complaints/enquiries with the contract manager throughout the event period and will provide a final account of all complaints received and actions taken within 14 days of the last day of the event.

32. Noise Management

- 32.1. The successful Provider will be required to provide a comprehensive and event scale appropriate Noise Management Plan for each event, detailing measures to reduce the

noise impact of sources associated with each event.

32.2. The successful Provider will be required to provide the Council with a detailed post event report. For the avoidance of doubt, this report shall also outline data readings for low and high frequency.

32.3. The successful Provider will be operating a residents' phone line.

32.4. Noisy working hours are Mon - Fri 8.00am - 6.00pm and Saturday 8.00am - 1.00pm unless otherwise agreed in writing with the LBL public protection team

32.4.1. The successful Provider shall ensure that any works carried out within the Clapham Common Events Site are not audible outside of the Site save for during these hours.

32.5. It should be noted that for those major event days of 20,000+ higher sound levels will be granted in line with the Lambeth Council Guidelines for control of sound as they stand at the time of the event.

32.5.1. The current guidance can be found at - <https://eventlambeth.co.uk/wp-content/uploads/2017/05/Guidance-for-Control-of-Sound-at-Outdoor-Events-2016.pdf>

32.6. The large event days will need to be held at lower levels which will be based on the 2008 guidance.

33. In – and Egress Management

33.1. The successful Provider will be required to provide a Management Plan detailing the crowd management approach for visitor arrival and departure for the “last mile” routes. This should include a stewarding and security deployment plan, dot plans, signage used and any Traffic Management aspects that feed into this.

33.2. The successful Provider will provide sanitary facilities externally to the event site.

34. Terms and Conditions of Contract

34.1. The Contract the successful Provider is to be entered into is attached and the conditions of Park Hire are outlined in Appendix x.

34.2. Tenderers should be aware that agreement to the contractual terms is an integral element of our evaluation and decision making process.

35. Key Milestones

The Potential Provider should note the following key milestones

Activity	Start Date	Responsibility	No. of days (excl weekends)	Notes
Presentation to the CCMAC Meeting	3 Oct 2019	Successful Provider	1	It is recommended that the successful Provider attends this CCMAC meeting as it will be just before the pro-forma is circulated and so will give the CCMAC the chance to ask questions to help inform their response to the Pro-forma
Submission of the Licence application	1 Nov 2019	Successful Provider Planning Public Protection EventLambeth	TBC	The applications for the Premises Licence should be submitted no later than the 1st November. The time taken for these to be granted (or not) can vary and there is also the chance for appeal of the decision. As a guideline Licensing takes 3 months (28 days for consultation and then time for a committee hearing).
First Resident and Community Group Meeting	Mar 2020/ subsequent years	Successful Provider	1	First Community engagement meeting will give the Successful Provider an opportunity to meet with residents and community groups and address concerns while also being able to adjust their event plans to ensure they are workable and meet the concerns raised.
Second Residents and Community Meeting	June 2020 / subsequent years	Successful Provider	1	Update residents and Community groups with information around the event
2 weeks before event delivery residents letter drop	TBC	Successful Provider	TBC	letter drop to local residents
Site Handover	TBC	EventLambeth, Successful Provider	1	Handover of the site the Day before the event moves on to site. A detailed site condition survey to be undertaken

Activity	Start Date	Responsibility	No. of days (excl weekends)	Notes
Build Starts	TBC	Successful Provider	TBC	Build of the Event is undertaken
Event Delivery	TBC	EventLambeth, Successful Provider	TBC	Event delivery EventLambeth will be onsite monitoring
Site Hand back	TBC	EventLambeth Successful Provider	TBC	To be undertaken the day after all equipment has left site. A detailed condition survey to highlight areas where work is required

36. Considerations

- 36.1. The above is accurate as at the time of the tender being issued. The appointed contractor may also be required to meet additional requirements as may be reasonably requested by the council from time to time.
- 36.2. The council acknowledges that primary consideration will need to be given to health and safety, however where deemed reasonably practicable other additional requirements may be requested by the council of the successful contractor.

37. Location

- 37.1. The location of the Services will be carried out at Clapham Common, Event Site, SW4 as outlined in Fig 1 and 2 above.