



BUCKLEY TOWN COUNCIL

INVITATION TO TENDER

Events Contractor

**Title:**

Town Events Contractor

Scope of contract:

To plan, organise, and deliver high-quality public events in Buckley that attract both residents and visitors, foster community spirit, and positively enhance the town's reputation. The aim is to create enjoyable, inclusive experiences that highlight Buckley as an attractive place to live, visit and spend time.

Purchasing Organisation:

Buckley Town Council, Council Offices, Mold Road, Buckley, Flintshire, CH7 2JB

Lead Contact: Karen Brown, Town Clerk email: townclerk@buckleytc.gov.wales

Contract Details:

Contract to commence from 1st December 2025 for three years.

To provide Events through the fulfilment of duties as set out in Schedule 1 attached.

Place & Time of Delivery of Contract:

The usual place for delivery of the contract will be the Council Offices, Mold Road, Buckley, Flintshire, CH7 2JB.

Events are held in or around the Town Centre of Buckley.

Insurance

The Contractor must hold and maintain appropriate insurance policies to cover public liability and employer's liability.

Contract period:

The initial period of the contract shall be three years.

At the end of the three years the contract may be extended for a maximum period of a further one year at the Council's discretion.

**Health and Safety Regulations, other Legislations and Council Policies:**

The Contractor is expected to adhere to all relevant health and safety legislation and best practice guidance.

The Contractor will carry out risk assessments and provide adequate PPE as appropriate.

Usage of the Contractor's own Equipment:

The use of the Contractor's equipment is explained in Schedule 1.

Tender Submission:

Buckley Town Council is looking for the following :

- 1) Your proposal for the fulfilment of duties outlined and a complete fee breakdown for each year of the contract.
- 2) Details of previous relevant experience to be included in the proposal.
- 3) Professional testimonials from previous clients.
- 4) Health and Safety policy.
- 5) Evidence of public liability insurance.
- 6) Key personnel contact information (if you are awarded the contract).

Prospective Contractors must not contact Councillors or staff to encourage or support their tender outside the prescribed process.

Written tenders must have been received by Buckley Town Council in a sealed envelope marked '**Buckley Town Council - Event Tender**' and addressed to the Town Clerk, by **midday on Friday 10th October 2025**.

Email submissions are also accepted and should be emailed to townclerk@buckleytc.gov.wales with the subject 'Confidential - Buckley Town Council – Event Tender' The same deadline applies.

Any tenders received after this time will not be considered.



Evaluation Criteria:

Description	Form of Evidence	Allocation
All relevant tender documents received	Tender received on time and all required documents: proposal, price, experience, testimonials, H&S policy, insurance and contact details.	Pass / Fail
Environmental	Proximity to Buckley (to reduce carbon emissions from travel)	15%
Health & Safety	Submission of a Health & Safety policy and suitable risk assessments.	15%
Suitability & Experience	Demonstrated experience in organising and managing successful public events which attract large audiences. Knowledge of the Buckley area. Testimonials or references.	50%
Price	Good value for public money and affordability of the proposed fee.	20%

Additional Information:

If you would like to request further information, please arrange with the Town Clerk by emailing townclerk@buckleytc.gov.wales or telephoning 01244 544540. Any information shared will be shared with all interested parties.

Tender bids will be treated as private and confidential.

Electronic or written submissions must be received by midday on Friday 10th October 2025.

Tender Bids will be opened on Monday 13th October 2025 with a recommendation going to the Council to award the contract on Tuesday 21st October 2025.

The Council will notify the applicants as soon as reasonably practicable.



SCHEDULE 1

EVENTS ORGANISER

1. Purpose of the Events Contract:

To plan, organise, and deliver high-quality public events in Buckley that attract both residents and visitors, foster community spirit, and positively enhance the town's reputation. The aim is to create enjoyable, inclusive experiences that highlight Buckley as an attractive place to live, visit and spend time.

2. Responsible for:

- a) Event planning and coordination
 - Venue management
 - Event staffing
 - Budget management
 - On-site event logistics, delivery and management
 - Supplier and vendor liaison
- b) Compliance and Safety
 - Communication protocols
 - Health, safety, risk and other legal compliance
 - Road closures/traffic management (if applicable)
 - Contingency planning
- c) Reporting & Evaluation
 - Post-event evaluation
 - Reporting to the Town Clerk

3. Buckley Town Council Events

Buckley Town Council requires the contractor to manage and deliver all aspects of the key annual events as follows:

- a) **The Buckley Show**
 - Held in May each year on Buckley Higher Common.
 - This is the Council's premier event of the year. It is a free event for the community and consists of a main arena with acts, smaller arena, fun fair, traders and community stalls, classic car and tractor display, food vendors and a stage with musical performances.
 - Estimated attendees 3,000 - 4,000.
 - Event Budget up to £15,000*
 - YouTube: [The Buckley Show 2024 - Buckley Town Council](#)



b) **Buckley Fireworks Display**

Held in November each year on Buckley Higher Common

The community is presented with a 30-minute professional firework display. In addition, there are a few fairground rides for smaller children, trade stalls and food vendors.

Estimated attendees 3,000.

Free event for attendees.

Event budget up to £10,000*

c) **Buckley Christmas Light Switch On**

Held in November each year.

This event has historically had a short vehicle parade with Santa, a stage with a festive artist, a snow globe grotto for a visit with Santa and small fun fair rides and food vendors. This again is a free event with a small charge for visiting Santa.

Estimated attendance 500-1,000.

Event budget up to £5,000*

d) **Remembrance Sunday** – held in November each year, organised in partnership with the Royal British Legion. The contractor will be expected to assist the Council with event risk assessment and booking the first aid/security.

* Event budgets are subject to annual budget approval by the Council.

4. Other Events

To provide logistical and/or coordination support to local organisations wishing to use the town centre facilities for one-off special events or annual events e.g. St Davids's Day/Easter charity fun run etc.

To notify the Council of any identified grant funding available to support extra events with the town.

To deliver additional events at the request of the Council – see additional section.

5. Compliance

To ensure all insurance, health and safety, legal and licensing obligations are adhered to and that all risk management procedures are in place and followed.



Data Protection, equality and diversity, safeguarding and environmental regulations must also be followed.

6. Standards and Outcomes

The Council requires the contractor to meet the following requirements:

- a) High standard of customer service.
- b) Good quality, memorable events that enhance the success of previous years.
- c) High standard of main attractions/acts/performances.
- d) Main attractions to be notified to the Council at least 4 months in advance. Final running order of events to be confirmed 10-14 days before events.
- e) Accessible and inclusive events.
- f) Environmental sustainability (waste reduction, low impact materials)
- g) To ensure all events are delivered within budget and that all Council procurement requirements are followed.
- h) To maximise potential income to the Council through sponsorship, vendor fees, and other revenue streams.
- i) All equipment hired in must have relevant certificates.
- j) Medical and security personnel must be trained to appropriate standards
- k) Catering vendors must hold a minimum 5-star food hygiene standards rating.
- l) To organise suitable storage of all event equipment.
- m) The Contractor must not derive financial gain from events beyond agreed charges or use of their own equipment, unless approved in advance by the Council.

7. General requirements

- a) The Contractor must have a suitable vehicle and driver which can be used for transporting all event equipment e.g. the stage, pedestrian barriers etc. to the event locations. Mileage costs and vehicle costs must be included in the contract price.
- b) The Contractor must be first aid trained.
- c) Networking with vendors, community groups and performers is a key part of this role.
- d) The Contractor must prepare regular reports to the Town Clerk and occasional attendance at meetings may be required.
- e) The Contractor is to be responsible for its own administration in support of the duties above.
- f) The Contractor must have an awareness of the Showman's Guild.



8. Buckley Town Council Responsibilities

- a) Buckley Town Council provides some (but not all) small storage facilities for the appointed Contractor.
- b) The Council owns a mobile stage and 80 pedestrian barriers for use by the appointed contractor for Council and town events.
- c) Budget provisions for each event (which includes marketing and promotion). Event budgets are subject to annual approval.

9. Optional / Additional Services (Priced Separately)

Pricing for optional services should be itemised separately and may be subject to negotiation depending on the scope.

- a) To lead on all event marketing and promotion including website/social media/posters & banners within the town and engagement with local businesses and community groups.
- b) To provide any additional events.
From time to time, there are National celebrations, such as royal events, VE/VJ Day events, etc. Alternatively, the Council may be successful in obtaining a grant for a new event. The contractor would be expected to fulfil any additional event requests as a 'bolt-on' price – depending on the size of event.

10. Pricing Schedule

To provide a fully inclusive annual fee (VAT shown separately if applicable) to deliver the required contract for three years.

The Council usually uplifts its contracts annually on 1st April by the Retail Price Index (RPI) percentage. The first uplift in this contract will be from 1st April 2027.

The Council will agree a payment schedule with the appointed contractor.