

Tender Document for Bar Provision at Diss Carnival 2025

- **Event Name:** Diss Carnival
- **Date:** Sunday 8th June 2025
- **Location:** Diss Park, Park Road
- **Event Duration:** 12 noon – 5.30pm



Overview: Diss Town Council is seeking proposals from experienced and reputable bar operators to provide bar services at our upcoming carnival event. This document outlines the requirements, expectations, and selection process for interested applicants.

Name:		Company:	
Address:			
Tel:		Email:	

1. Scope of Services

The successful tenderer will be required to:

- 1.1 Operate and manage bar services during the event, including setup, operation, and teardown.
- 1.2. Supply and serve a range of alcoholic and non-alcoholic beverages.
- 1.3. Ensure all staff are appropriately trained and licensed to serve alcohol.
- 1.4. Adhere to all relevant health and safety regulations.
- 1.5. Manage waste generated from the bar area responsibly.
- 1.6. Provide all necessary equipment, furniture, and supplies for the bar operation.
- 1.7. Ensure bar operations are professional, efficient, and customer-focused.

2. Application Requirements

- 2.1. Proof of relevant licenses and permits to operate a bar and serve alcohol in Diss Park.
 - 2.2. Evidence of public liability insurance to a minimum of £2 million.
 - 2.3. Experience in providing bar services at events of a similar scale.
 - 2.4. A proposed menu with pricing structure, size of bar frontage and serving area.
 - 2.5. A plan for ensuring responsible service of alcohol.
 - 2.6. Details of the team, including qualifications and experience of key personnel.
 - 2.7. A waste management plan for the bar operation.
 - 2.8 Signature of Park Licensing agreement with DPS. – please arrange appointment with the office.
E: towncouncil@diss.gov.uk T: 01379 643848
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3. Selection Criteria Proposals will be evaluated based on the following:

- 3.1. Compliance with the scope of services and requirements.
 - 3.2. Experience and track record in delivering similar services.
 - 3.3. Quality and variety of the proposed menu.
 - 3.4. Competitive pricing structure.
 - 3.5. Commitment to sustainability and waste management.
 - 3.6. References from previous clients.
 - 3.7 Ability to incorporate the Carnival theme within your bar set up or beverages sold.
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4. Key Dates

- **Tender Release Date:** Friday 31st January 2025
 - **Submission Deadline:** Friday 7th March 2025
 - **Selection Notification:** w/c 24th March 2025
 - **Event Date:** Sunday 8th June 2025
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5. Risk Assessments, Terms & Conditions

Please read through, sign and return our **Risk Assessment** and **Terms & Conditions** (see attached)

6. Fee The pitch fee of £350 is payable to Diss Town Council upon acceptance of the application.

A donation of profits from the event is also gratefully received to help support future events.

7. Declaration

I have read the conditions and confirm my agreement. If my application is successful, I agree to pay the fee above. A binding agreement only occurs when there is written acceptance of the application by Diss Carnival.

Signed: _____

Dated: _____

EVENT RISK ASSESSMENT FORM – DISS TOWN CARNIVAL 2025

Please add any further risks relevant to your stall in the additional boxes below, then sign and return with your application form.

All hazards relate to everyone in attendance at the event including the public, event organisers and staff.

All control measures will take place on event day. Stallholders will be provided with all relevant event information 1 week before the event.

Hazard	Control Measures	Current Risk Factor	Responsible Person
Vehicles	<p>Vehicles should only be present on Diss Park during set up and dismantling of your stall. Vehicles should park at Fair Green after set up unless authorised to remain on site.</p> <p>Parking marshalls to check that stallholders have been allocated a pitch on the site plan.</p> <p>Vehicles must be supervised at all times by Parking Marshalls.</p> <p>All vehicles must adhere to the entry and exit times included within stallholder information email.</p> <p>Marshalls to wear hi viz jackets to be easily identifiable.</p> <p>An Event Management Plan detailing all event information is available from the OPS tent.</p>	1 x 4 = 4 Low Risk	<p>Stallholder</p> <p>Parking Marshalls</p>
Setting up & dismantling stalls	<p>Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards.</p> <p>All gazebos or tent must be weighted down at each corner to avoid any accidents due to adverse weather.</p> <p>Check all stalls once set up and prior to event including the required weights are attached to their legs.</p>	2 x 2 = 4 Low Risk	<p>Stallholders</p> <p>F&B Manager</p>
Stall Tables	<p>All tables must be in a good condition and constructed of suitable materials.</p> <p>Ensure tables are not overloaded with display items to avoid collapsing.</p> <p>All tables must be placed on a level surface or adjusted as necessary.</p> <p>Check all tables are safe and not overloaded.</p>	2 x 2 = 4 Low Risk	<p>Stallholder</p> <p>F&B Manager</p>

Hazard	Control Measures	Current Risk Factor	Responsible Person
Trip Hazards	<p>Regularly ensure floor area and walkways are clear of debris and cables.</p> <p>Ensure any trip hazards that cannot be removed are clearly marked with hazard tape.</p> <p>Cables that are over walkways must have rubber matting to ensure no trip hazards.</p> <p>All boxes or goods to be stacked and stored in a safe manner.</p> <p>Check no obvious trip hazards before event.</p> <p>Check no obvious trip hazards during event.</p>	2 x 2 = 4 Low Risk	<p>Stallholder</p> <p>F&B Manager</p> <p>Event Marshalls</p>
Medical Incidents	<p>Report any emergencies immediately to event marshalls who will direct people to the first aid tent or contact the emergency services.</p> <p>First aid tent and first aiders available on site. The tent is clearly identified by a flag.</p> <p>The PA system will mention the first aid tent clearly throughout the day.</p> <p>Check radios are working correctly for reporting incidents.</p>	1 x 4 = 4 Low Risk	<p>Stallholders</p> <p>First Aiders</p> <p>Sound Support</p> <p>F&B Manager</p>
Waste	<p>Provide your own litter bin & take rubbish away post event.</p> <p>Extra bins to be sited around the park to ensure that there is no hazards from rubbish collected.</p>	1 x 1 = 1 Low Risk	<p>Stallholders</p> <p>Event Organisers</p>
Fire Safety	<p>Each stall posing a fire risk will provide a fire extinguisher/blanket.</p> <p>Check that the stalls have a fire extinguisher / blanket.</p> <p>Radios will be used to disperse crowds in the event of a fire.</p> <p>Site Map identifies the emergency evacuation route.</p>	2 x 4 = 8 Medium Risk	<p>Stallholder</p> <p>F&B Manager</p> <p>Marshalls.</p> <p>Event Organisers</p>
Inadequate Toilet Facilities	<p>Permanent and portable toilets will be available on site.</p> <p>Additional toilets will be supplied at the High School to minimise queuing.</p> <p>Check toilets are safely positioned and sign posted.</p> <p>Toilets will be monitored and cleaned during the event.</p>	1 x 1 = 1 Low Risk	<p>Event Organisers</p> <p>F&B Manager</p> <p>Cleaning Contractor</p>
Inadequate Food Safety Procedures	<p>Have up to date food hygiene certificate which will be checked as part of the application process.</p> <p>Ensure any equipment is situated on a solid foundation with caution signs nearby.</p> <p>Generators will be safely positioned and maintained during the event to minimise fumes.</p>	1 x 4 = 4 Low Risk	<p>Stallholders</p> <p>Contractor</p>

Additional Hazards	Control Measures	Current Risk Factor	Responsible Person

Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Bands	Actions
1 = Most Unlikely	1 = Trivial Injury	1-2 = Minimal Risks	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3-4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6-8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9-12-16 = High Risk	Consider not running the event

I hereby adhere to the above control measures for this event.

Organisation: _____

Contact Name: _____

Signature: _____

Date: _____

Risk Assessments will be reviewed by Facilities & Buildings Manager and authorised by the Town Clerk.



Event Stallholder Terms & Conditions of Booking

1. **Payment** – All stalls must be paid for at least six weeks prior to the event. No refunds can be provided for cancellations after this time.
2. **Health & Safety** – Stallholders must prioritise Health and Safety. All boxes, bags, and other items should be cleared away before the event opens to ensure public walkways are unobstructed. Stallholders are required to comply with all applicable health and safety, food, and environmental regulations during the setup, operation, and breakdown of their stand. Diss Town Council will not be held responsible for any accidents caused by stallholder negligence.
3. **Public Liability Insurance** – All stallholders must hold Public Liability Insurance with a minimum cover of £2 million. Stallholders are solely responsible for ensuring adequate insurance coverage for all equipment and personnel brought to the event site. A copy of the insurance policy must be available during the event.
4. **Liability and Indemnification** – Stallholders must take full responsibility for their activities and protect Diss Town Council from any claims, losses, or damages caused by their actions.

Gazebos & Tables – Stallholders using their own infrastructure must ensure it is safe and fit for purpose. Diss Town Council will not be liable for damages or injuries caused by stallholders' infrastructure. Gazebos must be securely anchored to the ground and positioned to avoid trip hazards. Tables must be sturdy, properly secured, and appropriate for the intended load.

5. **Generators** – The use of generators must be pre-approved by Diss Town Council. Generators must be operated safely, appropriately placed, and secured to prevent public access. Exhaust fumes must not endanger others, and a suitable fire extinguisher must be provided. Diss Town Council reserves the right to disable any generator that fails to meet these requirements or causes a nuisance.
6. **Event Adjustments** – Diss Town Council retains the right to postpone, cancel, or shorten the event. If such actions are necessary due to circumstances beyond the reasonable control of the event organisers (such as severe weather conditions), the Council will not be held liable for any loss or damage incurred and will not issue refunds for any fees or charges paid.
7. **Exclusivity** – Diss Town Council does not guarantee exclusivity to stallholders at events.
8. **Responsibility** – Stallholders are solely responsible for their stalls and the goods and services they provide.
9. **Trading Standards** – All goods must be clearly priced to comply with Trading Standards Regulations.
10. **Unsuitable Goods** – Diss Town Council reserves the right to request the removal of any goods deemed unsuitable for the event.

11. **Stock Security** – Stallholders are responsible for safeguarding their own stock. Diss Town Council will not be liable for loss or theft.
12. **Income Loss** – Diss Town Council disclaims all responsibility for any loss of income resulting from events outside the control of the event organisers.
13. **Food and Drink Exhibitors** – Stallholders selling food and drink must comply with the Food Law Code of Practice and provide relevant documentation, including Food Safety and Hygiene Rating Certificates. Documents must be available for inspection before and at the event.
14. **Alcohol Sales** – Stallholders selling alcohol are required to sign our premises license at least 1 month prior to the event in the presence of the Designated Premises Supervisor, Town Clerk. Please contact towncouncil@diss.gov.uk to make an appointment. Diss Town Council reserves the right to reject any or all proposals. Submission of a proposal does not guarantee selection. Diss Town Council reserves the right to inspect the bar setup and operations during the event.
15. **Vehicles** – Vehicles are prohibited from moving within the event area during event opening hours. When allowed on-site, vehicles must not exceed a speed of 5 mph, must use hazard lights and be supervised by an identifiable parking marshall who will escort you on and off the Park.

Diss Carnival attendees - Only 1 vehicle is permitted on site for set up per stall pitch due to space restrictions. Procession entrants – Throwing objects from vehicles is not allowed. If you have any freebies, sweets, etc, these must be given out by hand. The only collection buckets allowed in the procession are for Diss Carnival. Any other collection buckets are not allowed along the parade route. You are welcome to collect monies on the Park at the Fun Day.
16. **Behaviour & Conduct** – Diss Town Council reserves the right to remove anyone exhibiting inappropriate behaviour from the event without a refund.
17. **Rubbish** – Stallholders must keep their area clean and remove all waste. Leaving rubbish on-site is prohibited, and any disposal costs incurred by Diss Town Council will be charged to the stallholder.
18. **Toilets** – There are 7 public toilets on the Park. Additional facilities may need to be planned depending on expected event footfall.

Acceptance of these terms is a condition of participation.

By signing below, stallholders agree that these terms and conditions will apply to your event booking with Diss Town Council.

Stall/Business name:
Signature:
Print name:
Date: