

Warwick Mop: Expression of Interest

Warwick District Council are carrying out a soft market test for the re-letting of the licence to run the Warwick Mop fair. We are seeking expressions of interest from experienced organisations.

Background information

The Warwick Mop is a traditional fair held each October in Warwick town centre. The origins of the Mop fair date back to the 14th century and the enactment of the Statute of Labourers.

Mops were originally hiring fairs with shows, entertainment and small hand-turned rides. Since then, they have changed with the times and the current format of larger rides arose in the late 1860's with the development of steam powered fairground rides.

With over 700 years of history, the Warwick Mop plays a huge role in the cultural identity of both the town and the district.

Interested parties must be able to demonstrate a successful track record in the management and delivery of historic fairs in town centres or similar surrounds.

Further information

Attached to this information you will find a form for completion. If you are interested in expressing an interest in running the Warwick Mop, please complete and return this form.

Forms should be emailed to procurement@warwickdc.gov.uk or posted to:

Procurement
Warwick District Council
Riverside House
Milverton Hill
Leamington Spa
CV32 5HZ

Responses must be returned by the 29th August 2014.

For further key information on the Warwick Mop Fair, please visit http://www.warwickdc.gov.uk/info/20010/business_procurement where you will find a background document.

Warwick Mop: Expression of Interest Form

Part 1 – Organisation and Contact Details

1. Full name of the organisation or person applying	
2. Address of the organisation or person applying	
3. Type of organisation applying	a. Public limited company b. Limited company c. Limited liability partnership d. Sole trader e. Other (please specify below)
4. Name of the person who will be the primary contact within the organisation	
5. Primary contact address and postcode	

6. Please provide us with your contact details	a. Email: b. Phone: c. Mobile: d. Fax:
7. We need to know if you or your organisation is intending to provide the services directly, or if you have others involved. Please indicate whether:	a. Your organisation is intending to provide the services itself b. Your organisation is intending to be the Prime Contractor and intends to use third parties to provide services c. You are a consortium
If your answer is b or c, please indicate the composition of the supply chain, below.	

Part 2 – Technical and Professional Ability

We need to know what experience you have of providing historic fairs in town centres or similar settings.

1. Please provide us with a brief description of a similar event that you have run successfully; this will need to include the following information:

- Type of fair
- Location
- Time of year
- The type and size of the fairs you have operated
- How long you have been providing historic fairs
- How long the fair ran for (for example; the weekends for two consecutive weeks)
- Who you worked with (e.g. local councils, etc.). Please provide a contact point for reference
- Any further information you think would be beneficial

If you are completing this form electronically, the box will expand as you type. If you are completing a hard copy of this form, please use additional sheets of paper if you need to.

2. The Mop arrangements require that the licence holder provide an upfront bond of £25,000. Please confirm that you can meet this requirement.

If you wish to discuss any of the above, or if you have any questions relating to your expression of interest, please contact:

Email: procurement@warwickdc.gov.uk

Phone: 01926 456201