

Big Victorian Picnic Event – Sat 29th August 2020 11am – 4pm

Project Coordinator Brief

Warwick District Council (WDC) is seeking an individual or organisation to operate as 'Event Coordinator' to organise and deliver a 'Big Victorian Picnic' event on Saturday 29th August 2020 on the Pump Room Gardens, Leamington Spa, operating in partnership with WDC. Entry to the event will be free, and the event aims to attract 1,000 people over 5 hours.

Background

The Big Victorian Picnic event in 2019 (despite the weather) attracted very positive feedback from visitors and stallholders and served as a celebration of the end of the Pump Room Gardens restoration project.

The Big Victorian Picnic event planned for 2020 aims to be bigger and better, and will be a celebration of heritage and community in Leamington Spa, an opportunity for people to come together to enjoy the Pump Room Gardens and learn about its Victorian heritage in a relaxed and fun way.

The event aims to have a 'village fete' type atmosphere, and will include 'have a go' activities from the Victorian era e.g. Coconut shy, and related heritage entertainment e.g. penny farthings. The event aims to provide an affordable day out for people from across the community, offering something for all budgets. We are seeking an 'Event Coordinator' to liaise closely with the Green Spaces team and partner teams, and to oversee all elements of event planning, including seeking sponsorship, coordination of stall and food concession bookings, coordination of music/ performance on the newly-restored bandstand and around the event, recruitment of volunteer stewards as needed, submission of relevant paperwork, and all aspects of on-site event coordination, in addition to post-event evaluation. The cost of the event will be covered by Heritage Lottery funding, income from stall hires and food/drink concessions, and commercial sponsorship.

We would be looking to invite interest from individuals or organisations who fulfil the following requirements:

- A keen interest in local heritage and green spaces
- An understanding of community engagement and social inclusion
- A commitment to delivering a successful event in partnership with the Green Spaces team and in accordance with the Event Plan
- Experience of coordinating and delivering successful events of a similar scale
- Knowledge of and commitment all relevant legal regulations and requirements including those related to health and safety, safeguarding, data protection and confidentiality, food hygiene
- Possession of current public liability insurance certificate*

*desirable

The task specification is below:

- Attendance at regular meetings with the Green Spaces Community Engagement Officer and contribution of professional advice regarding the planning and development of the event
- Utilisation of an agreed Stall Brief to book 20-25 stall holders (including both commercial and non-commercial stalls) and an additional 8-10 food/ drink concessions for event and maintenance of a spreadsheet of stall holders, payments, contact details etc.
- Management of stall holder paperwork including insurance, risk assessment and food hygiene
- The securing of commercial sponsorship from suitable organisations to the value of approximately 1.5K

- Booking and coordination of event facilities such toilets, waste facilities, marquees, PA systems, 1st aid etc.
- Providing regular updates to WDC on all elements of event coordination
- Production of a detailed site plan, event plan and input into risk assessments
- Oversight of the installation, management and dismantling of stalls and all other elements of event coordination on the day of the event including waste removal
- Recruiting, briefing, coordination and supervision of volunteer event stewards at the event, including the collection of relevant volunteer paperwork
- Recording and control of all income and expenditure, including submission of invoices as required
- Collation of attendance figures and contribution toward evaluation of the event
- Thanking exhibitors and participants after event
- Handover of all event documentation, plans, paperwork, files, email accounts etc. after the event.

Advice and assistance will be provided to the event coordinator in the form of WDC's Green Spaces Community Engagement Officer. WDC will remain responsible for coordinating payments to external providers, overseeing online stall payments and coordinating publicity. WDC will sign off any costs incurred, any major decisions made and any paperwork submitted in relation to the event.

Finance

A fee of up to £1,500 is available to cover event coordination time, paid via invoice. All income will be retained by Warwick District Council with a payment made to the Event Coordinator on invoice. Upon satisfactory progress towards/ completion of the above tasks, 50% of the fee will be paid by 30th April 2019 and the remainder will be paid once the event and all associated administration has been completed.

Costs incurred (e.g. hire of toilets etc.) associated with the event must be agreed in advance with Warwick District Council and will be paid directly to the supplier via the Council. All income generated in relation to the event (pitch hire, sponsorship etc.) will be paid directly to the Council.

To express interest in the above contract, please email Lucy Stockley at greenspaces@warwickdc.gov.uk with details of how you fulfil the above requirements (maximum 500 words) and your required fee. The contract will be appointed by Friday 22nd November; therefore we need all submitted bids by Friday 15th November 2019.

If you have any questions please contact:

Lucy Stockley
 Community Engagement Officer
 Green Spaces, Neighbourhood Services
 Warwick District Council
greenspaces@warwickdc.gov.uk
 Tel: 01926456213