

INVITATION TO TENDER (ITT)

Production and Event Lead Company

Workington Town Council – Events Programme 2026

(Delivered in partnership with Everyone Everywhere Everything CIC t/a Everyone Here)

1. Introduction

Workington Town Council (“the Council”) invites tenders from suitably qualified and experienced Production and Event Lead Companies for the delivery of operational production and event management services for a programme of public events taking place in Workington during 2026.

The Council is working in partnership with **Everywhere Everything Everyone CIC (EEE)**, the lead organisation for the **Everyone Here (EH)** Creative People and Places programme, to ensure that the events programme is community-led, inclusive and reflective of local priorities. EEE will act as the Council’s creative partner. The successful tenderer will be **contracted directly by the Council** and will be responsible for all operational production, infrastructure, compliance and delivery elements of the programme.

Creative programming, artistic commissions and community engagement activity delivered by Everyone Here are **excluded from this procurement** and will be managed separately.

2. Contract Overview

- **Contracting Authority:** Workington Town Council
- **Contract Title:** Production and Event Lead Company – Events Programme 2026
- **Contract Duration:** Spring 2026 – December 2026
- **Estimated Contract Value:** £50,000 – £55,000 (excluding VAT)
- **Procurement Route:** Open Tender

The Council intends to appoint a single Production and Event Lead Company to deliver services across the full programme.

3. Programme Overview

The Events Programme includes the following core events. Each event description is intended to provide sufficient information for experienced production companies to assess delivery complexity, identify key risks and develop appropriate methodologies:

3.1 Outdoor Theatre

- **Location:** Vulcan Park
- **Dates:**
 - Friday 3 July 2026 (10.30am schools performance; 7.00pm public performance)
 - Saturday 4 July 2026 (7.00pm public performance)
- **Event detail:** An open-air theatrical performance delivered by Oddsocks Productions, presented as a large-scale family-friendly event in the park. The event will attract school audiences and the general public and will require electric generator, technical production, audience management, stewarding, welfare facilities and appropriate site safety arrangements.
- **Key production risk:** Weather dependency and managing large, mixed-age audiences in an open park setting, requiring robust contingency planning and crowd management.

3.2 Party in the Park

- **Location:** Vulcan Park
- **Dates:**
 - Saturday 3 July 2026 (11.00am – 6.00pm)
 - Sunday 4 July 2026 (11.00am – 4.00pm)
- **Event detail:** A free, family-focused outdoor festival featuring local music, performance, participatory activities and community-led events across a full weekend. The programme will include a main stage, smaller performance areas and creative activity zones, requiring coordinated technical production, crowd management, stewarding, welfare provision and site logistics.
- **Key production risk:** Multi-day delivery with variable audience flow, requiring careful scheduling, site zoning and resource management across changing programme elements.

3.3 Festival of Running

- **Location:** Workington Cricket Club / Hall Park
- **Date:** Sunday 2 August 2026
- **Notes:** Half marathon start 9.30am; event concludes approximately 4.00pm
- **Event detail:** A town-wide running event incorporating a half marathon and shorter races, complemented by creative and participatory activities for runners, families and spectators. Activity may include creative installations, workshops and informal

performances at the event hub, requiring coordination alongside race infrastructure, safety management and public realm logistics.

- **Key production risk:** Integration of creative activity alongside a live sporting event, requiring close coordination of safety, stewarding and traffic management to avoid conflict between runners, audiences and participants.

3.4 Christmas Festival

- **Location:** Workington Town Centre
 - **Dates:** Saturday 28 and Sunday 29 November 2026
 - **Times:** Sat : 11.00am – 5.15pm (lights switch-on at 5.00pm)
Sun: 11 – 3pm
 - **Event detail:** A town-centre winter festival comprising programmed stage performances, festive installations, family activities, workshops, market-style trading areas and a public light switch-on moment. The event will require coordinated delivery across multiple town-centre locations, including road closures, crowd management, staging, power and welfare facilities.
 - **Key production risk:** Complex town-centre delivery across multiple sites, including road closures and peak-time crowd movement during the light switch-on period.
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4. Scope of Services

The successful tenderer will act as the lead provider for event production and operational delivery across the programme.

Schedule 1: Services

The scope of services includes, but is not limited to, the following:

A. Event Management & Coordination

- Overall production management across all events
- Event planning, delivery schedules and site coordination
- Supplier procurement and contract management
- Event control and duty management
- Liaison with Council officers, statutory bodies, Safety Advisory Groups (SAG), licensing authorities and EEE (as lead organisation for Everyone Here)

B. Health, Safety & Compliance

- Preparation of event risk assessments and method statements
- Health and Safety management systems

- First aid provision
- Security provision
- Noise management planning and compliance
- Licensing and permissions, including TENs and PRS/PPL where required

C. Infrastructure & Technical Delivery

- Staging, lighting, sound and power
- Generators, cabling and power distribution
- Backline and technical equipment
- Crowd management infrastructure, fencing and barriers
- PA systems where not Council-owned

D. Temporary Structures & Facilities

- Marquee and gazebo hire, installation and removal
- Tables, chairs and picnic benches
- Portable toilets and welfare facilities

E. Public Realm & Logistics

- Road closures and traffic management
- Signage, barriers and wayfinding
- Room hire and car park usage where applicable
- Waste management, bins and cleaning

F. Event Presentation & Information

- Event signage and banners
- Posters and leaflets (print coordination only)
- On-site public information points

G. Staffing & Welfare

- Event staffing and supervision
- Crew catering and refreshments
- Volunteer support logistics

H. Photography & Documentation

- Event photography coordination for delivery and reporting purposes
 - Coordination, management and submission of all Health and Safety documentation, including engagement with Safety Advisory Groups (SAG), preparation of event safety plans, risk assessments, method statements, and the management of Temporary Event Notices (TENs) and related licensing documentation
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5. Budget Context

Following receipt of an updated budget submission, the Council has reviewed and incorporated revised indicative production cost assumptions. All costs attributable to Everywhere Everything Everyone CIC (EEE) / Everyone Here creative programming, artistic commissions, facilitation, community engagement and evaluation have been expressly excluded from this procurement.

The indicative delivery budgets below therefore relate **solely to operational production, infrastructure, compliance and event delivery**, with specific reference to:

- **WTC Production & Event Management costs** (to be allocated to a freelance company / contractor), and
- **Suggested additional Production & Event Coordinator fees**, inclusive of additional stewarding and event staffing requirements.

These figures are provided for contextual purposes only.

Indicative delivery budgets for individual events (excluding EH creative costs) are as follows and would be exclusive of VAT:

- Outdoor Theatre: approximately £5,000
- Party in the Park: approximately £18,000
- Festival of Running: approximately £8,500
- Christmas Festival: approximately £19,000

Based on the revised approach, the indicative combined production delivery cost across the programme (relating to the two columns identified above) is expected to fall within the range of **£50,000–£55,000**, inclusive of programme-wide production management, staffing coordination, contingency and embedded trainee support.

These figures are indicative only and do not represent guaranteed expenditure. Final budgets will be confirmed by the Council in consultation with the appointed contractor and Everywhere Everything Everyone CIC (EEE).

6. Governance and Working Arrangements

- The successful tenderer will be contracted directly by Workington Town Council.

- The contractor will work in partnership with Everywhere Everything Everyone CIC (EEE), as lead organisation for Everyone Here, to ensure operational delivery aligns with the creative and community-led programme.
 - Regular planning meetings will be required (anticipated monthly, increasing in frequency prior to events).
 - Reporting lines and decision-making protocols will be agreed at contract award.
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7. Training and Skills Development

The Council encourages tenderers to include proposals for training, traineeships or paid development opportunities within the contract, particularly supporting local residents and early-career practitioners.

Tenderers should set out how they will work alongside Everywhere Everything Everyone CIC's vision for developing local production managers, including offering bespoke, work-based placements and on-the-job development opportunities that are embedded within live event delivery. Proposals should focus on trainees linking directly into the contractor's delivery activity, rather than the provision of separate training services or courses.

8. Tenderer Requirements

Tenderers must demonstrate:

- Relevant experience delivering large-scale public events
 - Knowledge of local authority compliance and licensing requirements
 - Robust Health and Safety systems
 - Capacity to deliver multiple events within the programme period
 - Appropriate insurance cover
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9. Submission Requirements

Tender submissions must include:

1. Company profile and relevant experience
2. Proposed delivery methodology
3. Staffing structure and key personnel
4. Health and Safety approach
5. Approach to partnership working with Everywhere Everything Everyone CIC (EEE)
6. Training and skills development proposal [this should be no more than a 500 - 1000 word summary around approach]

7. Cost proposal (Schedule 2)
 8. Relevant case studies
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10. Evaluation Criteria

Tenders will be evaluated on the basis of:

- Quality of methodology
 - Relevant experience and competence
 - Understanding of community-led public events
 - Value for money
 - Training and workforce development
 - Capacity and resilience of the team
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11. Procurement Timetable

- ITT issued: 17th February 2026
- Clarification deadline: 1st March 2026
- Submission deadline: 5th March 2026 to Jamie@everyonehere.org
- Contract award: 20th March 2026

The Council reserves the right to amend the timetable.

12. Standard Council Conditions

The appointment of the successful tenderer will be subject to Workington Town Council's standard terms and conditions of contract. These will include (but are not limited to) provisions relating to:

- Data Protection and UK GDPR compliance
- Freedom of Information obligations
- Insurance requirements
- Health and Safety responsibilities
- Equality, diversity and safeguarding duties
- Termination, suspension and variation of contract

This Invitation to Tender provides a draft specification of requirements only and **must be adapted by Workington Town Council** to align with its adopted policies, standing orders and guidelines, including those relating to **GDPR, insurance levels, indemnities, and termination provisions**, prior to contract award.

Schedule 2: Pricing

Tenderers are invited to submit a single programme-wide fee within the indicative range of £50,000–£55,000 (excluding VAT), covering all services outlined in Schedule 1 [section 4].

Tender submission deadline: 5th March 2026 to Jamie@everyonehere.org

