



The Big Boniface Bash Bar
Tender Specification

Credition Town Council is proud to offer the opportunity to be the bar provider for our summer event.

Background Information

Venue: Newcombes Meadow, Credition

Date: Sunday 8th June, 2025

Event: The council will run a family-friendly daytime festival for the second year running; Over 2000 visitors attended in 2024. Pop and rock bands, hot and cold food stalls, games, entertainers, and craft stalls, with a seating area (provided by the bar operator).

Operating hours: The bar should operate between 11am and 3pm.

Square footage: A proposed minimum area of 9m x 18m has been designated for a bar / seating area but the site plan will not be finalised until the bar operator is selected and appropriate location for their offering considered and agreed.

Decoration, theme and design: The theme is yellow and orange / summer rainbow glitter sparkle / pop-rock festival, and the successful applicant will be required to follow this and allow budget in their business plan to facilitate. The theming is an important part of the tender. Consideration needs to be given to disability access and to offer an inclusive experience.

Submitting Your Tender

Details should be sent for the attention of Jo Davey to the following email: j.davey@crediton.gov.uk or returned to: Jo Davey, Credition Town Council, 8 North Street, Credition, EX17 2BT

Closing Date for Applications is COP WEDNESDAY 5 MARCH 2025

- Applicants will be notified about the success of their application by Cop 6 March 2025

Further information

- If you would like to ask any further questions please email Jo Davey on the above email or call 01363 773717. NB We are unable to advise on the tender other than the information contained in this document and we will share any questions asked and the answers to any other applicant.
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Tender Application

The tender document should be written and should include your full company address and contact details as well as the following information with any supporting documentation you wish to include:

1. Experience: Background information about you and your relevant experience. This should include your experience of operating at outdoor events.
2. Engagement with local suppliers. Which local items you will stock or consumables that you will use.
3. Details of your pricing policy—this may be subject to further discussion but for tender please include the prices you would intend to charge.
4. Full power requirements and a list of what the power will be used for – should you wish to have your own contractor to connect your power etc, they will be required to work with Crediton Town Council to ensure that they have adequate supply and that power provided is not overloaded.
5. Copy of up to date public and employers liability insurance certificates, for the sum of no less than £5million.
6. Details on how you plan to operate the bar and manage the back of house area, including staffing.
7. Consideration to seating and marquee/cover as provision of this will be required by the operator.
8. Consideration should be given to the decoration and set up so that it adds significantly to the overall appeal of the event and is in keeping with the theme and is of a high quality appearance. Lighting and decorations are permitted but must be of appropriate quality
9. Policy on ensuring that your bar meets the requirements set by the council relating to the challenge 25 policy around the sale of alcohol.
10. Please provide the tender value you are offering. Price is only one of the criteria that applicants will be scored against—the highest tender value will not automatically constitute the contract being awarded.

Crediton Town Council will provide:

- 5 x wheelie bins— two for general waste and three for recyclable materials (shared with whole site)
- Event marketing and promotion using all available social media channels and static opportunities.
- On-going support from the Event Management team throughout the planning and operational phases of the event.

Additional Responsibility for the Bar supplier will be:

- Security for the bar area only as required by the Premises Licence*
- Displaying of Premises Licence

*Please note that the Premises Licence will be discussed and finalised with the successful applicant.
