



Wokingham Town Council

Wokingham Children's Fun Day 2023

We are seeking quotes for two aspects of our annual Children's Fun Day. Fairground provision and Children's entertainment. This event will next be held on **27th May 2023**.

Quotes and proposals to be received by end of day 15th December.

Site visits are encouraged.

The Event

Wokingham Children's Fun Day is a long established event, comprising of a selection of children's entertainment suitable for ages toddler up to about 8 years old. This includes as an example; a selection of children's fairground rides, a children's entertainer, face painting, a mobile farm and similar, all free to experience by the families and children of Wokingham.

The only pay for elements at this event for the general public are food and drink, supplied by a local ice cream trader and the local scouts doing a BBQ and tea making facilities.

The event is on the 27th May 2023 and is open to the public from 10am – 4pm.

The location for the event is Langborough Recreation Ground, RG40 2BS
Langborough is a grass surface with good natural drainage. A large field approx. 17,000 m². There is provision for water at one end of the field but no provision for power.

There is access off Fairview Road, the maximum width of a vehicle to access is 3m (10ft) and it will require going up a 15 cm kerb. Kerbless access is possible for vehicles similar in size as a 4 x 4 but there is a height and movement restriction here due to the protected trees.

Audience numbers for this event vary dependant on the weather on the day, commonly around 1000 families are expected to attend.

There are two members of Town Council staff on site overseeing the event. It is however expected that each provider manages their own particular area.

First aid is available on site via a suitably professionally trained organisation.

Toilets are provided. There is a small block on site open for public use (used throughout the year as changing rooms for football matches), and a portaloo for staff and disabled use.

Wokingham Town Council has four key principles; Service, Distinctiveness, Inclusivity and Sustainability. For this event Sustainability is the most important; looking to ensure minimal use of single use plastics and energy efficient/low emissions generators. We are keen to support movement towards a greener event.

Budget and individual specification are listed overleaf for each provision.

Fairground provision

Available budget (2023/24 financial year): up to £3,500 as a baseline

Contract period 1 year initially, with possibility to extend a further two years.

Our payment terms are 30 days from receipt of invoice and post completed event.

For provision of this type a deposit in advance is possible.

This provision has in the past consisted of:

4 fun fair rides suitable for the age group. Fully staffed and manned for the full day.

You must be ready for the public by 10am. Please include your estimated arrival time to start setting up to ensure this.

The event finishes at 4pm, you will be responsible for managing your queue(s) to ensure a timely finish. Please include your estimated time for breakdown and clear up.

You will be required to:

- have and evidence Public Liability Insurance (10 million minimum)
- provide a risk assessment for the provision
- ensure and evidence that all electrical and mechanical appliances are suitable for the situation they are being used for and regularly tested and maintained.
- ensure you and any subcontracted company follow HSE good practice and guidance for their area.
- keep records relating to Health and Safety and, if requested, be able to provide such documentation to Wokingham Town Council.
- be responsible for ensuring that any other relevant licenses and/or insurances are in place for your provision.
- follow WTC restrictions when working on the field, for the Health and Safety of residents and other users of the space and for the wellbeing of the natural flora and fauna.

Other requirements may arise as understanding of the specifics of the provision come up.

We are looking to increase provision, if interested you can also include ideas and costs for additional rides and other suggested provision. Please note that Wokingham Town Council is not able to host inflatables.

Please supply with your quotation:

- Details on the provision you would offer. (Alternative ideas are welcome however please note the above specification is what has been expected at this event for a number of years.)
- If applicable: Ideas to increase provision with individual costs included.
- Example safe system of work/method statement on managing Health and Safety for your provision.
- Information on the inspection and testing regime and certification of your rides.
- Evidence of experience in managing mobile fairground provision. References.
- Information on how your provision would support Wokingham Town Council's key principles. In particular how your provision/organisation is moving towards being more sustainable. Information on your generators for example.

Entertainment provision

Available budget (2023/24 financial year): up to £3,100 baseline

Contract period 1 year initially, with possibility to extend a further two years.

Our payment terms are 30 days from receipt of invoice and post completed event.

For provision of this type a deposit in advance is possible.

This has in the past consisted of:

Approx 5 face painters (this is a very popular activity, the number of facepainters supplied should be able to manage with a constant queue and the audience levels as stated)

At least two shows by a children's entertainer.

Suitable additional provision for the under 5's. Games, toys, soft play for example.

You must be ready for the public by 10am. Please include your estimated arrival time to start setting up to ensure this.

The event finishes at 4pm, you will be responsible for managing your queue(s) to ensure a timely finish. Please include your estimated time for breakdown and clear up.

You would need to supply any chairs, tables, gazebos and sundry materials needed for your provision.

You will be required to:

- have and evidence Public Liability Insurance (5 million minimum)
- provide a risk assessment for the provision
- ensure and evidence that any electrical and mechanical appliances are suitable for the situation they are being used for and regularly tested and maintained.
- ensure you and any subcontracted company follow HSE good practice and guidance for their area.
- keep records relating to Health and Safety and, if requested, be able to provide such documentation to Wokingham Town Council.
- be responsible for ensuring that any other relevant licenses and/or insurances are in place for your provision.
- follow restrictions when working on the field, for the Health and Safety of residents and other users of the space and for the wellbeing of the natural flora and fauna.

Other requirements may arise as understanding of the specifics of the provision come up.

We are looking to increase provision, if interested you can also include ideas and costs for additional entertainment and other suggested provision. We experienced long queue times last year, while we are looking to reduce this with extra provision we would also consider other ideas to minimise queue times or entertain attendees while queuing.

Please supply with your quotation:

- Details on the provision you would offer. (Alternative ideas are welcome however please note the above specification is what has been expected at this event for a number of years.)
- If applicable: Ideas to increase provision with individual costs included.
- Example safe system of work/method statement on managing Health and Safety for your provision.
- Evidence of experience in managing similar provision
- Information on how your provision would support Wokingham Town Council's key principles. In particular how your provision/organisation is moving towards being more sustainable.