

**BUSINESS OPPORTUNITY
FOR
EVENTS MANAGEMENT AT 'AMPHITHEATRE'
LLANDRINDOD WELLS**

FEBRUARY 2018

CONTACT DETAILS

Regeneration Services
Powys County Council
County Hall
Llandrindod Wells
Powys
LD1 5LG



BACKGROUND

In 2015, the Welsh Government commissioned a feasibility study on Llandrindod Wells Lake Park. Following publication of this study, Powys County Council ('the Council') has been successful in securing funding from the Rural Community Development Fund, which is funded by the European Agricultural Fund for Rural Development and the Welsh Government. The Council is also contributing match funding to the "Llandrindod Wells Lake Park Regeneration Project".

The project includes a number of improvement works within the area of the Lake Park, namely:

- Enhancement of a woodland trail - improving safety and accessibility;
- Enhancement of the multi-purpose trail to the west of the lake;
- Rejuvenating the "amphitheatre" - including installation of a tensile structure to provide shelter from the elements and renovate/replace seating as necessary;
- Providing the infrastructure to pilot an events business at the "amphitheatre" site for one season;
- Restoring the iconic 'Fabulous Water Beast' sculpture;
- Providing the infrastructure to pilot a boating business on a section of the Lake for one Season.

INTRODUCTION

The Council is seeking proposals for the opportunity of piloting an events management business at the 'amphitheatre' site in Llandrindod Wells for one Season. The season will operate from Saturday 17th March through to Friday 4th January 2019.

If you are a business, charity or community / special interest group that wishes to operate and pilot this opportunity, then the Council would like to hear from you.

The amphitheatre site, as specified on the map in Annex A will be available to be viewed by applicants by appointment only, by contacting Mr Steve Gealy on 01597 827652.

Through the project funding, the site is being upgraded and enhanced and will have new seating for approximately 100 people, steps for easy access, gravel to aid drainage and a stage area with a tensile structure and canopy.

Works are due to be completed by early March and will provide an exciting opportunity to host events such as plays, concerts and parties. We are seeking an enthusiastic group or organisation who would like to pilot the running of this site as an events management company for one Season.

THE LICENCE

The term of the Licence runs from Saturday 17th March 2018 through to and including Friday 4th January 2019.

The Licence is based on the successful applicant taking responsibility for the day to day running and management of the business and all equipment.

For the period of the Licence specified above, the Council will provide the facilities necessary for such a business to operate under a Licence agreement, namely:

Use of the amphitheatre site, specifically this includes:

- Seating for approximately 100 people
- Stage area
- Tensile structure and removable canopy over the stage area
- Access to an electricity supply

The Operator shall be responsible for erecting and dismantling the canopy above the stage after each event.

The storage and care of the canopy over the stage area is the Operator's responsibility. If any loss or damaged is incurred, the Operator is liable for any repair costs.

Powys County Council will retain responsibility for the seating. The Operator is to notify the Council as soon as possible of any disrepair.

The Operator must have an events licence in place and any other licences as appropriate.

The Operator shall be expected to keep all areas under their responsibility in good working order, safe, presentable, clean and free of rubbish.

The Operator shall ensure there is adequate safety/first aid training and provision for staff and adequate safety/first aid provision for customers using the attraction and that staff possess the necessary skills and competencies to manage the business.

The Operator will ensure that they have adequate Public Liability and Employers Liability Insurance in place to handle any claim arising from this activity.

Grass cutting will remain with the Council for the period of the Licence (a maximum of 5 cuts). Additional cuts if required, will be the responsibility of the Operator.

No temporary or permanent structures are to be erected on the site during the term of the Licence (save for the canopy).

The Licence is personal to the Operator and the rights within the Licence cannot be "sub-let".

The Operator must display their contact details at the site for any enquiries from the public.

Powys County Council is to be notified of all events that will take place.

No live music is permitted before 5pm on weekdays.

The Operator shall at all times operate the business with good will and not deliberately or otherwise negatively affect the reputation of the Council or the business through his actions under the right within the Licence.

The viability of the business will be evaluated towards the end of the Licence period and the Operator shall be required to co-operate and to provide relevant information including participant numbers and takings.

Towards the end of the Licence, there will be the option of discussing a continuation of the business at the operator's full cost but no guarantee is given that the Licence will be extended beyond the first season.

A two week notice period is required from either party wishing to terminate the Licence (save for breach which will result in immediate termination).

All assets remain under the Council's ownership upon termination of the Licence.

YOUR APPLICATION

You will be expected to include the following information in your proposal:

- Demonstrable experience and competency in running a venture of this nature
- Pricing policy
- Health and safety arrangements
- Safeguarding arrangements
- Risk Assessment
- Staffing
- Consideration for welfare facilities
- Licencing requirements
- Marketing and promotion: your ideas for attracting trade over the term of the Licence
- Your ideas for continuing a venture of this nature into the future and how these ideas will benefit the local community
- Any other additional information you consider relevant.

Please also complete and submit the Bid Form (Annex B).

Your proposal must be signed by a person who is appropriately authorised to take on a Business Licence.

Send or deliver your submission to:
Regeneration Service,
Powys County Council,
County Hall,
Llandrindod Wells,
Powys, LD1 5LG

Or email it to regeneration@powys.gov.uk

by no later than **12:00 noon on Friday 23rd February 2018.**

All responses will be assessed by a team of stakeholders. It is anticipated that shortlisted applicants will be invited to discuss their proposals in more detail in the week commencing 5th March after which it is hoped the successful new Operator will be confirmed and the Licence signed.

Please note that the Council has discretion to stop this process at any time.

WHAT THE COUNCIL IS NOT LIABLE FOR

The Council is not liable for any expense you incur in preparing and submitting your application, or for any loss suffered should your application not be accepted. You must obtain for yourself at your own expense all information necessary for the preparation of your application.

In addition, the Business is conducted at your own risk, and the Council accepts no liability for any losses incurred should the business opportunity not prove viable.

PARTICULAR POINTS TO BEAR IN MIND

Make sure that you are fully familiar with the nature and extent of the obligations outlined in this information pack and which you will take on if your application is accepted.

WHAT TO DO IF YOU HAVE ANY QUESTIONS

If you are unsure of anything outlined in this Information Pack, your contact is:

Steve Gealy
Outdoor Recreation
Powys County Council
The Gwalia
Llandrindod Wells
Powys
LD1 6AA
Tel: 01597 827652
Email: stephen.gealy@powys.gov.uk

For further information about licensing, please contact the South Powys Licensing Team on:

Email: licensingbandr@powys.gov.uk

Tel: 01597 827389

CONFIDENTIALITY

- All the information enclosed (and any other information you get later or have already received) is confidential. However, if you need to give anyone information because you need to obtain sureties or quotations (such as for insurance) necessary for the preparation of the Bid, you can give out necessary information if you first obtain from the persons to whom the information is shown an undertaking to the Council to keep the information confidential.
- You must treat the details of your Application and any subsequent Agreement or Contract as private and confidential.
- You must comply with the requirements of the Data Protection Act and EU Privacy Directives and the confidentiality requirements set out in these documents.
- The provisions of this Clause are subject to the provisions of the Freedom of Information Act 2000 and of any Scheme made by the Council under it.
- Please note that all information provided in this document is strictly confidential.

IMPROPER CONDUCT

None of the following is allowed:

Any canvassing: Any Applicant who has directly or indirectly canvassed any member or official of the Council concerning the award of the Licence or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Applicant or Application submitted by any other Applicant shall not be considered for acceptance by the Council.

Any breach of confidence: Except as allowed above.

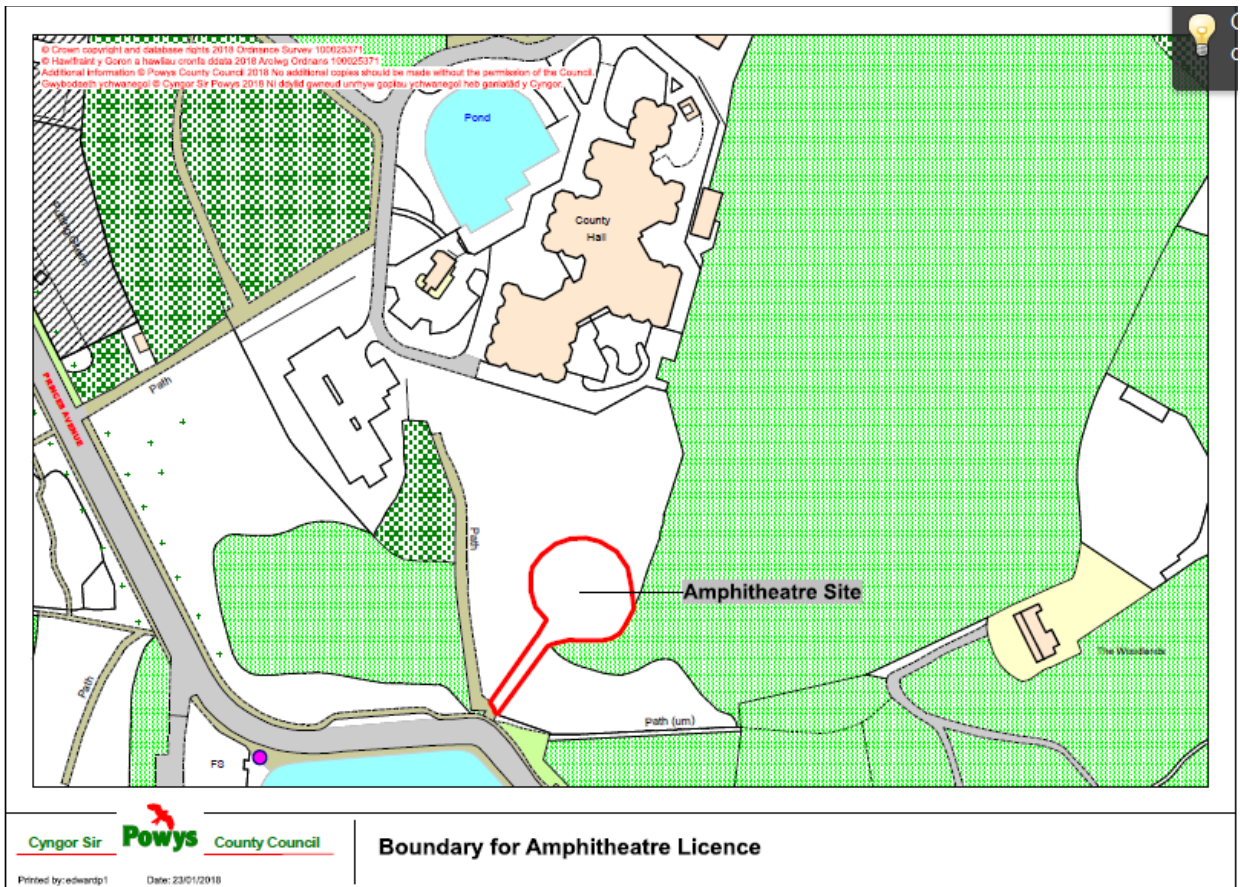
Any inducement: Where someone offers or agrees to pay or give or does pay or give any sum of money, inducement or consideration whether directly or indirectly to any person, group or Applicant for doing or having done or having caused to be done or refraining from doing anything in relation to any other Applicant or any other person's proposed Application; or;

Someone offers, gives or agrees to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to show favour or disfavour to any person in relation to the Licence or any other Licence with the Council, or if

the like acts shall have been done by any person employed by the Applicant or acting on their behalf (whether with or without the Applicants knowledge) or if, in relation to any Licence with the Council, the Applicant or any person employed by that Applicant or acting for them shall have committed an offence under the Prevention of Corruption Act 1972, or shall have given any fee or reward, the receipt of which is an offence under Section 117 of the Local Government Act 1972.

Improper conduct may attract criminal liability.

ANNEX A: Map of amphitheatre area, Llandrindod Wells



ANNEX B

BID FORM

I/We wish to submit the following offer for the Events Management business opportunity at Llandrindod Wells 'Amphitheatre' site which is in accordance with this document.

This Licence fee contribution will include the use of all items as indicated under the Licence section listed on page 4 plus a contribution towards electricity usage.

Monthly Licence fee offered £

I/We understand that the Council is not bound to accept the highest or any bid. The bidder is in accordance with these documents, and remains valid and open for acceptance by the Council for three months.

Signed: Print:

Date:

Position in Company:

Company:

Address:

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Tel: Fax:

Email: