

June 2019

## **MARKETS / EVENTS**

### **Sundays in 2019**

## **Leicester Market (outdoor, covered) Leicester City Centre**

Leicester City Council (the Authority) is looking for proposals from suitably qualified individual(s), market/event providers for the provision of a market or event to be held in Leicester Outdoor Covered Market, Leicester and currently offers over 150 stalls in the heart of the City Centre.

Proposals from small and local organisations are particularly welcomed.

### **Background**

There has been a market in Leicester for over 800 years. There is a rich and diverse history of the market as a central meeting place within the city and somewhere to purchase your everyday needs.

The market operates Monday – Saturday on a weekly basis with an emphasis on fruit and vegetables alongside an award-winning food hall. This leaves the market free on a Sunday.

In the past we have had events take place on a Sunday including Mela, Vegan food fairs and Food and Drink Festivals which have all been well attended. We feel there is a unique opportunity for a market/event operator to benefit from the natural footfall on what is the second busiest retail day in Leicester.

The market is located conveniently in the city centre, within 5 minutes-walk of the High Cross shopping Centre, Cultural Quarter, Old Town and King Richard III Visitor's Centre and the Haymarket Shopping Centre and within a 10-minute walk of 2 bus stations and the railway station.

Leicester is home to nearly 350,000 residents including a diverse ethnic population and two universities with approximately 40,000 students. The population of the city has grown steadily in previous years and has a high proportion of people ages 19 and under.

The city is located in the heart of the East Midlands with Nottingham around 30 miles away and Birmingham around 45 miles away.

## Requirement

We are open to a wide variety of markets and/or events.

Each market offering should have a theme to make it a unique and strong appeal. We do not simply want to replicate the market that exists on the other 6 days of the week.

You are tendering for the use of

- **UP TO 150 STALLS ON LEICESTER MARKET FOR THE DURATION OF ONE DAY**
- **2 AMP POWER SUPPLY WHERE AVAILABLE**
- **PROVISION OF BINS AND THE DISPOSAL OF RUBBISH**

**Market themes we are interested in, but not limited to:**

- Books & Vinyl (Records)
- Vegan Food Market
- Arts & Crafts Markets/Exhibitions
- Flea Market
- Mother's Second-Hand Goods
- Job, Careers & Volunteering Fairs/Conventions
- Plant/horticulture sale/show
- Comic/Sci-Fi

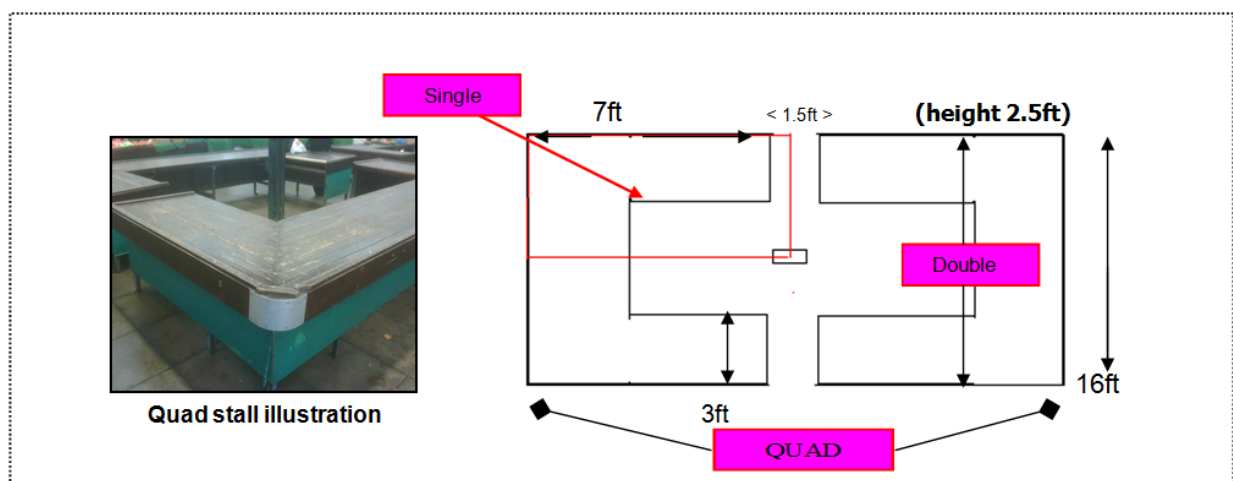
**We are not interested in approving tenders for:**

- Food Festivals
- Street Food
- World/International Market
- Christmas Market

## Restrictions

Because the market is open Monday – Saturday, any market operator will need to set up and take down on the Sunday when the market/event is taking place. The only exception to this is when there is a bank holiday Monday on which the market is closed (26 August) which allows more flexibility.

## Example Stall Size



## **Tender Process**

Please note that the tenders will be assessed and marked out of **100** on :-

- a. amount tendered – maximum score **45**
- b. quality of offering (if you have traders at your event/market this will also relate to the level/standard of traders and products available) – maximum score **40**
- c. Health and Safety – maximum **15**

Please find enclosed copies of:

1. Tender Form
2. Terms & Conditions
3. Leicester Market Plan

If you would like to tender please complete the following form and return to: **Adam Piotrowski, Leicester Market 2-4 Market Place South, Leicester, LE1 5HB or email to [adam.piotrowski@leicester.gov.uk](mailto:adam.piotrowski@leicester.gov.uk)**. If you have any queries, please do not hesitate to contact me on the email above.

# MARKET/EVENT TENDER APPLICATION

1.	Proposed Market/Event Information	
(a)	Full details of the Market/Event (use a separate sheet if needed)	
(b)	<p>Offering – If your proposed activity includes traders, please detail the following:</p> <p>Products – indicate what type or products you intend your traders to bring and what quality checks are done in advance.</p> <p>Stallholders/Traders – please indicate what checks you do to ensure that traders are competitive, professional, reliable and offer good customer service.</p> <p>If your proposed event includes activity other than trading please detail what this activity is, why you think it will be successful and what quality checks will be done to ensure the activity is satisfactory.</p>	
(c)	Frequency of the Market/Event (if applicable)	
(d)	Please indicate the date you would like the market/event to take place and whether there is any flexibility on this.	

<b>2.</b>	<b>Contact Details</b>	
(a)	Contact name	
(b)	Trading name that will be used if successful in this procurement	
(c)	Role in organisation	
(d)	Phone number	
(e)	E-mail address (All correspondence will be sent by email, unless you have stated otherwise. Please ensure that you also check your junk file as we will not be held responsible for unreceived emails)	
(f)	Postal address	
(g)	Invoicing details (if different from above)	
<b>3.</b>	<b>Pricing Schedule</b>	
(a)	I/We hereby offer and undertake to pay you no less than 14 days before the market/event the sum of: £	
<b>4.</b>	<b>References</b>	
(a)	<p>Please give the names, addresses and telephone numbers for events where you have operated and where references can be obtained:</p> <p>1. Name of contact person:</p> <p>Event:</p> <p>Date of event:</p> <p>Address:</p> <p>Telephone number:</p> <p>Email:</p> <p>2. Name of contact person:</p> <p>Event:</p> <p>Date of event:</p> <p>Address:</p> <p>Telephone number:</p> <p>Email:</p>	
<b>5.</b>	<b>Documentation</b>	

(a)	<p><b>Documentation to be provided with your tender application</b></p> <p>Public Liability Insurance (to minimum value of £5m)  Example of Risk Assessment</p>
(b)	<p><b>Agree to supply documentation to be provided before the Market/Event</b></p> <p>Evidence of Trader insurance (all traders are required to hold public and product liability insurance for up to £5 million) and Food Hygiene rating (if appropriate)  Event Management Plan (including noise action plan if appropriate)  Risk Assessment  Fire Risk Assessment  PAT test</p>
<b>6.</b>	<b>Declaration</b>
(a)	<p><b>I have read and will comply with the Terms and Conditions of Tender.</b></p> <p>Signed: .....</p> <p>Designation: .....</p> <p>Date: .....</p>

**All correspondence will be sent by email, unless you have stated otherwise. Please ensure that you also check your junk file as we will not be held responsible for unreceived emails.**

**PLEASE ENSURE THAT YOU READ THE TERMS & CONDITIONS.  
SIGN AND RETURN A COPY WITH THIS FORM.**