

INVITATION TO QUOTE

ROTHER DISTRICT COUNCIL

Welcome Back Fund

Winter Festival for Bexhill-on-Sea 2021/22

Deadline for receipt of quote: Noon, Fri 27th August 2021

Contact Information	
Name	Donna M F Hall
Position	Cultural Development & Events Officer
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Task	Date
Issue invitation to Quote	2 nd August 2021
Return of Quote	Noon, 27 th August 2021
Decision	9 th September 2021
Start date (for planning)	13 th September 2021
Inception meeting	16 th September 2021

Bexhill Winter Festival Brief

Introduction

Rother District Council (RDC) Regeneration Service has been successful securing Government Welcome Back Funding for our district, building on the earlier Reopening Highstreets Safely fund announced by Government in May 2020. We're delighted an element of which has been agreed to support development of an illuminated winter festival 2021/22. See [Welcome Back Fund - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

There is a long history of spectacular Illuminated Festivals in the UK, a few of which can be viewed here [10 of the best Christmas light festivals in the UK | Christmas and New Year holidays | The Guardian](#). We wish to recreate a similar sensational illuminated event for Bexhill-on-Sea.

The Brief

A grant of £15,838 is being offered from the Welcome Back fund as match towards this large scale project. RDC wishes to support the development of a new Illuminated winter Festival based in and around the town centre of Bexhill-on-Sea, including Sidley, Old Town and Little Common, supporting our local businesses, our communities and our artists.

This new event will be a spectacular professional production, working with key partners in Bexhill as well as professional and local artists. With the creative bar high, we are inviting submissions from event promoters with a successful record leveraging funding from the Arts Council.

In line with conditions of the Welcome Back Fund Grant and ambitions of Rother District Councils Regeneration Team, you will need to show how you will;

- *Support our high streets*
- *Work directly with local business to support growth*
- *Work with partners*
- *Work with our communities*
- *Work with professional artists*
- *Celebrate local artistic talent*
- *Celebrate Bexhill-on-Sea and your events role in placemaking*
- *Details of how you will evidence impact of the event on businesses*

Submissions should include:

- *Your understanding of the brief*
- *The methodology for undertaking the work*
- *Your suitability for undertaking the work in terms of expertise and/or qualifications and relevant experience*
- *That you have sufficient resources available to undertake the work in accordance with the required timeframe*
- *What has attracted you to this brief and how your creative practice best supports this project*
- *A full budget breakdown proposal for undertaking the work within the quoted contract amount*
- *Include links and/or any images of your current relevant pieces as examples*
- *Include a selection of locations you envisage the festival to take place*
- *Your covid-secure event planning (see Appendix re RDC Environmental Health covid secure event plan form)*

Submission of Quote

As a requirement of the bid, we will invite a minimum of three quotes. Our ambition is to commission one event promoter/organisation that best meets the Welcome Back Fund criteria and our vision and brief for this project.

Send your quotes by email only to Donna Hall, Cultural Development & Events Officer on dhall.arts@rother.gov.uk, no later than Noon, 27th August 2021. Subject marked as '**Submission for Welcome Back Fund Winter Festival**'. If you have any queries regarding this tender please email Donna on dhall.arts@rother.gov.uk and CC Melanie Powell, Principle Regeneration Officer on melanie.powell@rother.gov.uk

Thank you and we look forward to receiving your proposal