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Tender

Wokingham Party in the Park

Wokingham Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-040597

Procurement identifier (OCID): ocds-h6vhtk-056082

Published 16 July 2025, 3:32pm

Scope

Description

Wokingham Town Council is seeking a suitably qualified organisation to organise the annual Party in the Park event.

The event will be on Elms Field in Wokingham on Saturday 6th June 2026.

Provision will include all aspects of the event. Including; staging, light and sound, power, security, first aid and welfare provision, performers, marketing etc.

Further detail on the requirements can be found in the brief and other associated documentation.

Total value (estimated)

- £77,400 excluding VAT
- £92,880 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 7 June 2026
- Possible extension to 7 June 2028
- 2 years, 8 months, 7 days

Description of possible extension:

Contract length 1 year with potential to extend a further two years. For Party in the Park in 2026, 27 and 28.

Extensions at the decision of the contracting organisation as soon as possible post the event and as per the conditions of extension with the contract. Example contract included in the documentation.

Main procurement category

Services

CPV classifications

- 79952000 - Event services
- 79953000 - Festival organisation services

Contract locations

- UK - United Kingdom
-

Participation

This procurement is reserved for

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

15 August 2025, 12:00pm

Tender submission deadline

22 August 2025, 12:00pm

Submission address and any special instructions

Tenders can be submitted to tenders@wokingham-tc.gov.uk or via post. Please see details in the attached documentation.

www.wokingham-tc.gov.uk

Tenders may be submitted electronically

Yes

Award criteria

Decision will be made by the Arts and Culture Committee.

The following criteria will be considered when making the award decision:

- * Alignment with the scope of works
- * Price
- * Experience in putting on similar events
- * Evidence of H&S needs
- * Alignment to Wokingham Town Council's Key Principles

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Wokingham Party in the Park 2026 Brief and Specification.pdf](#)

Background, brief and specification for the Party in the Park

[Elms Field map 2025.pdf](#)

Map of the event site

[2. Invitation to tender - Party in the Park 2026.docx](#)

The Invitation to Tender to be completed

[Contractor and Health & Safety Questionnaire.docx](#)

Contractor H&S Questionnaire to be completed

[Events Contract \(single event\) v2 tracked \(1\).doc](#)

Example of the Events Contract

Contracting authority

Wokingham Town Council

- Public Procurement Organisation Number: PWQG-9981-CZYG

Town Hall, Market Place

Wokingham

RG40 1AS

United Kingdom

Contact name: Gemma Cumming

Email: artsandculture@wokingham-tc.gov.uk

Website: <https://www.wokingham-tc.gov.uk>

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government