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Tender

Wokingham Party in the Park 2026+

Wokingham Town Council

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

Notice identifier: 2025/S 000-054495

Procurement identifier (OCID): ocds-h6vhtk-059571 ([view related notices](#))

Published 8 September 2025, 9:14am

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

Above the relevant threshold

Contract dates (estimated)

- 1 November 2025 to 7 June 2026
- Possible extension to 5 June 2028
- 2 years, 7 months, 5 days

Description of possible extension:

Contract length 1 year (2026) with potential to extend a further two years, to organise Party in the Park in 2027 and 2028.

Extensions at the decision of the contracting organisation as soon as possible post the 2026 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

Justification for not using lots

Wokingham Town Council lacks the resource and expertise required to manage multiple contracts from different suppliers for this event.

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

26 September 2025, 4:00pm

Tender submission deadline

3 October 2025, 12:00pm

Submission address and any special instructions

Tenders to be submitted via email to:

tenders@wokingham-tc.gov.uk

Details of the tender opportunity and documentation can be found at www.wokingham-tc.gov.uk

Please clearly mark all tender submissions as relating to Party in the Park

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

24 October 2025

Award criteria

Name	Description	Type	Weighting
Alignment with the event specification documentation	The extent to which the proposal meets the specification as detailed in the event specification documentation. This includes aspect such as: * Information on stage choice and construction, lighting and sound provision and power * Information on the provision of welfare	Quality	31.25%

Name	Description	Type	Weighting
	<p>facilities for staff and artists and for the public * Information on appropriate waste clearance and refuse facilities * Information on stage screens and filming of the event * Evidence of including provision for broadening access (BSL interpreters, disabled viewing area) * Evidence of consideration of a good range of acts and a recognition that this event needs to be different to other local events * Evidence of including a Master of Ceremonies * Evidence of an understanding of the need to work effectively with Wokingham Town Council, the Licensing Authority and other local stakeholders and partners * Information on suggested marketing plans and an understanding of interaction with WTC on final marketing plans and event branding * Evidence of experience of creating assets including print, web and social media *Evidence that consideration has been given to address any needs of PRS, PPL licences</p>		

Name	Description	Type	Weighting
Price	Total price for all aspects of the event	Price	25%
Evidence of experience of delivering this type of event	The extent to which the tendering organisation has provided: * Clear evidence of experience and capability in running an event of this sort (outdoor, free / no restricted entry), including at least two references from previous clients * Details of previous events run that are either similar, or can demonstrate the capability to adapt experience to deliver this type of event * Any evidence of (relevant) qualifications, awards etc	Quality	18.75%

Name	Description	Type	Weighting
Evidence of understanding of, and provision for, the health and safety aspects of the event	<p>The extent to which the tendering organisation has provided: *</p> <p>Evidence demonstrating an understanding of the need for appropriate management structure, Event Plan and recognition of the required Safety Advisory Group process through Wokingham Borough Council (Licensing Authority) for such public events *</p> <p>Information on provision for security needs e.g. crowd safety/marshalling, SIA trained personnel *</p> <p>Information on the provision of First Aid facilities for the event *</p> <p>Evidence of understanding of the need to assure all aspects of event particularly in relation to managing sub-contractors *</p> <p>Evidence of appropriate insurance cover - Public Liability/Employers Liability at a minimum of £10M *</p> <p>Evidence of assurance in respect to safety of/insurance of all equipment (Own, Sub-contractors, Suppliers, Food traders, Artists)</p>	Quality	18.75%

Name	Description	Type	Weighting
Alignment with the town council's key principles	Evidence of consideration of how the event delivers (or could deliver) against the council's four key principles of: * Being sustainable * Involving Everyone * Fostering Town Pride * Enriching the Community	Quality	6.25%

Other information

Payment terms

Invoices for delivery of the event to be submitted to accounts@wokingham-tc.gov.uk

Payment terms are 30-days from submission of invoice.

All invoices must include a Purchase Order number which will be provided when services are commissioned.

A deposit of up to 30% of the total cost (excluding VAT) is available on signing of the contract, with the remaining balances payable under usual invoice terms after delivery of the event.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[1 - Wokingham Party in the Park 2026 Brief and Specification V2.pdf](#)

This document provides the outline and requirement for the event.

[2. Invitation to tender - Party in the Park 2026 V2.docx](#)

Please ensure this document is completed and returned as part of your tender proposal

[Acceptance of partial proposals or lots for Party in the Park.docx](#)

Explanation on the acceptance of partial proposals or lots for this tender

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

Please ensure this document is completed and returned as part of your tender proposal

[Elms Field map 2025.pdf](#)

This is provided for information - we recommend a site visit to better understand the available space

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

This is for information only and provided as an example of the contract that we would expect the appointed supplier to sign.

[Award criteria and weighting information V3.pdf](#)

For information

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: <http://www.wokingham-tc.gov.uk>

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government