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Tender

Filton Festival

Filton Town Council

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Scope

Description

1. Overview

Filton Town Council (FTC) is seeking an experienced event management contractor to plan, manage, and deliver the Filton Festival 2026 - a one-day summer celebration attracting over 2,000 visitors to Elm Park. The 2026 event marks the 25th anniversary of the Festival and coincides with the 50th anniversary of the first Concorde flight (1976). The festival aims to celebrate local heritage, culture, and community while strengthening Filton's reputation as a vibrant and inclusive town.

2. Vision and Aims

FTC's Vision:

"To celebrate, with all the communities of Filton, the heart and soul of the town in the unique setting of Elm Park in 2026."

Festival Aims:

- Showcase Filton's talent, culture, and heritage.
 - Celebrate Filton's diversity and community spirit.
 - Promote town facilities such as Elm Park Leisure Centre and sports grounds.
 - Highlight Filton's aerospace and armed forces connections.
 - Stimulate the local economy through tourism and participation.
 - Ensure environmental and financial sustainability.
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3. Contract Scope and Responsibilities

The appointed contractor will assume full responsibility for event management, covering planning, logistics, delivery, health and safety, finance, and evaluation.

Key duties include:

- Designing a safe, inclusive, and sustainable festival appealing to all ages and backgrounds.
 - Developing local partnerships, ensuring community involvement and volunteer opportunities.
 - Implementing robust health & safety and crowd management systems compliant with national regulations.
 - Managing all site operations, including infrastructure, staging, waste, accessibility, and traffic.
 - Securing sponsorship, fundraising, and concessions to supplement the Council's investment.
 - Maintaining high environmental standards, including 70% recycling rates and reduced carbon footprint.
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4. Roles and Partnership

Filton Town Council (FTC)

- Retains overall event ownership and veto rights on sponsors and programme content.
- Provides site access, oversight, and strategic support through a Steering Group.
- Reviews milestones and progress against Key Performance Indicators (KPIs).

Contractor

- Leads event delivery from concept to post-event evaluation.
 - Provides monthly (then fortnightly) reports and budget updates.
 - Liaises regularly with FTC and relevant agencies, including police, emergency services, and South Gloucestershire Council.
 - Manages sub-contractors, performers, suppliers, and site personnel.
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5. Key Delivery Areas

Event Planning and Safety

- Submission of full Operational and Event Safety Management Plans (Appendix A).
- Compliance with CDM Regulations (2015), Martyn's Law (Protect Duty), and H&S at Work Act (1974).
- Provision of comprehensive risk assessments, emergency and accessibility plans, and multi-agency coordination.

Production and Site Management

- Oversee infrastructure setup and removal, power, water, sound, and lighting.
- Provide sufficient toilets, accessible facilities, and crowd control barriers.
- Maintain a clean, safe, and accessible site, reinstating any damage post-event.

Accessibility and Inclusion

- Adhere to Attitude is Everything - Charter of Best Practice.

- Ensure full physical and digital accessibility (e.g., ramps, accessible toilets, clear signage).
- Design inclusive programming and "quiet hours" for families and neurodiverse audiences.

Sustainability

- Produce an Environmental Management Plan, highlighting waste minimisation and recycling targets (70%+).
- Promote sustainable travel and local suppliers.
- Embed green messaging throughout festival PR and marketing.

Programming and Content

- Minimum 85% of acts to be local or regional.
- Programming to include cultural diversity, local heritage, schools, and community collaborations.
- Music and themes inspired by the 1970s Concorde era.
- Affordable food and beverage concessions prioritising local, sustainable produce.

Marketing and Communications

- Create and deliver a comprehensive Marketing and PR plan, co-branded with FTC.
- Ensure inclusive representation across all imagery and publicity.
- Secure at least five pieces of positive media coverage and a 20% social media engagement increase compared to 2025.

Finance and Sponsorship

- FTC contribution capped at £26,000; contractor to raise additional income through sponsorship, concessions, and grants.
- Open-book accounting and profit-share model.
- All sponsorships subject to FTC approval.

6. Key Performance Indicators (KPIs)

The contractor's performance will be monitored against specific KPIs, including:

1. Financial sustainability - keep Council subsidy ? £26,000.
2. Safety & compliance - achieve 100% adherence to legal and H&S standards.
3. Environmental impact - minimum 50% biodegradable/recyclable vendor packaging; publish sustainability report.
4. Diversity & inclusion - at least 25% of acts from diverse cultural backgrounds.
5. Reputation & engagement - minimum 5 positive media features and 20% rise in online engagement.
6. Local participation - involve ? 30 local businesses, schools, or community groups.

Failure to meet milestones may result in payment deductions.

7. Contract Terms and Timetable

- Tender submission deadline: 31 October 2025
- Contract award: November 2025
- Service Level Agreement (SLA) start: 1 January 2026
- Festival delivery: Summer 2026
- Payments tied to milestone completion; no more than 50% paid before the event, final payment after delivery and evaluation.

8. Evaluation and Legacy

The contractor must provide a post-event evaluation report, including:

- Attendance analysis and public feedback.

- Environmental and waste performance review.
- Financial summary and recommendations for future improvements.

FTC will use this to inform its Scope and Vision Report for subsequent festivals, ensuring continuous improvement and long-term community benefit.

9. Summary

The Filton Festival 2026 Tender sets out an ambitious plan for a landmark community celebration-combining heritage, inclusivity, sustainability, and creativity. The successful contractor will deliver a safe, vibrant, and financially sustainable event that strengthens Filton's community identity and regional profile while embedding best practice in accessibility, environmental management, and stakeholder collaboration.

Total value (estimated)

- £26,000 excluding VAT
- £31,200 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 January 2026 to 31 August 2026
- 8 months

Main procurement category

Services

CPV classifications

- 79953000 - Festival organisation services

Contract locations

- UKK - South West (England)

Participation

This procurement is reserved for

UK suppliers

Submission

Enquiry deadline

15 November 2025, 11:59pm

Tender submission deadline

30 November 2025, 11:59pm

Submission address and any special instructions

Please email to:

office@filtontowncouncil.gov.uk

Or send to:

Filton Town Council

Elm Park

Filton

Bristol

BS348BN

Tenders may be submitted electronically

No

Award criteria

The award decision will be decided by full council. The awarded bidder should be able to demonstrate ability and have had experience in organising and running similar events with a proven track record.

Proposals will be assessed on how well they demonstrate the ability to deliver the Festival in accordance with Filton Town Council's aims, values, and KPIs.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Filton Festival 2026 - Tender Specification..pdf](#)

Contracting authority

Filton Town Council

- Public Procurement Organisation Number: PNWH-1659-RXYM

Filton Town Council, Elm Park Leisure Centre, Elm Park, Filton

Bristol

bs34 7ps

United Kingdom

Telephone: 0145803918

Email: office@filtontowncouncil.gov.uk

Website: <http://www.filtontowncouncil.gov.uk>

Region: UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Organisation type: Public authority - sub-central government