



Wokingham Town Council

AWARD CRITERIA AND WEIGHTING INFORMATION

Contract for: WOKINGHAM TOWN COUNCIL Party in the Park 2026

Award criteria

Tenders received will be reviewed against five key criteria:

- Alignment with the event specification document
- Price
- Evidence of experience in delivering this type of event
- Evidence of understanding of, and provision for, the health and safety aspects of the event
- Alignment with the town council's key principles

These criteria are weighted as follows:

Criteria	Weighting (as a % of total score)
<p>Alignment with the event specification documentation The extent to which the proposal meets the specification as detailed in the event specification documentation.</p> <p>This includes aspect such as:</p> <ul style="list-style-type: none">• Information on stage choice and construction, lighting and sound provision and power• Information on the provision of welfare 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 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	31.25%
<p>Price Total price for all aspects of the event</p>	25%
<p>Evidence of experience of delivering this type of event</p> <ul style="list-style-type: none">• 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	18.75%

<ul style="list-style-type: none"> Any evidence of (relevant) qualifications, awards etc 	
Evidence of understanding of, and provision for, the health and safety aspects of the event <ul style="list-style-type: none"> Evidence demonstrating an understanding of the need for appropriate management structure, Event Plan and recognition of the required Safety Advisory process through Wokingham Borough Council (Licensing Authority) for such public events Information on provision for security needs e.g. crowd safety/marshalling, SIA trained personnel Information on the provision of First Aid facilities for the event Evidence of understanding of the to assure all aspects of event particularly in relation to managing sub-contractors Evidence of appropriate insurance cover - Public Liability/Employers Liability at a minimum of £10M Evidence of assurance in respect to safety of/insurance of all equipment (Own, Sub-contractors, Suppliers, Food traders, Artists) 	18.75%
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: <ul style="list-style-type: none"> Being sustainable Involving Everyone Fostering Town Pride Enriching the Community 	6.25%

Completed tenders must be received by noon, Friday 3rd October 2025

Tender documents can be submitted electronically to:

tenders@wokingham-tc.gov.uk

OR

They can be delivered, as a hard copy, to the Town Clerk at the address detailed below.

In this case, please mark a plain envelope in the bottom left-hand corner:

‘Do not open before noon Friday 3rd October 2025