



2021 Tender Brief

Version 1.0 | 14/11/2020

5th - 8th August 2021
Stourton Woods, Baumber, Horncastle, LN9 5NL

Owned by: Tom Davies
Organisation: Beyond The Woods Ltd
Telephone: 07787 568 064
Email: tom@beyondthewoods.co.uk

Contents

Introduction	2
Key Dates	2
Services/Facilities Required	2
Utility Vehicle (Buggy)	2
Cash Registers	2
Credit Card Terminal	3
Fencing	3
Fire-Fighting Equipment	3
Glamping	3
Marquees	4
Power & Lighting	4
Radio Hire	5
Refrigeration Units	6
Refuse Disposal	6
Site Office(s)	6
Toilets & Showers	6
Water Bowsers	7
Various Misc. Services/Facilities	7
Covid-19	7
How Will We Award Contracts?	8
Next Steps	8

Introduction

Thank you for reading the Beyond The Woods Festival 2021 Tender Document.

The purpose of this document is to outline the services we are looking to engage to help with the running of the event.

2021's festival will take place from 1pm on Friday 6th August, concluding at midday on Sunday 8th August, at Stourton Woods, Baumber, Lincolnshire. We anticipate a maximum attendance of 2,500 people.

We would be delighted to hear from reputable providers who would be able to supply any or all of the below:

Key Dates

Saturday 31st July	Festival build week begins
Thursday 5th August 7pm	Festival build week ends All on-site construction to cease
Friday 6th August	Festival begins
Sunday 8th August Midday	Festival ends Deconstruction can begin
Friday 13th August	Final day of festival takedown

Services/Facilities Required

Utility Vehicle (Buggy)

We will require one off-road utility vehicle for general purpose use around the site from Wednesday 4th - Tuesday 10th August inclusive.

Cash Registers

We will require 5 x cash registers to be set up in festival-run commercial outlets (eg the bar).

Please include delivery/collection options and estimates.

Credit Card Terminal

We will require 6 x credit card terminals to be set up in festival-run commercial outlets (eg the bar).

Please include delivery/collection options and estimates.

Fencing

We will require the following quantities of fencing on a hire basis only. Erection and dismantlement will not be required:

- 185 x heras fencing panels, including sufficient bases and clamps
- 100 x crowd control (2.5m x 1.1m or similar) barriers

Delivery will be required before midday on Monday 2nd August. We will also be able to accept delivery over the weekend before.

Fire-Fighting Equipment

We will require 11 x fire-fighting stations for use across the site. One fire-fighting station will require *both* a CO² and foam fire extinguisher.

Type Of Extinguisher	Quantity
CO ²	5
Foam	2
Water	5

We are also happy to be advised on current best practice as regards any extra fire-fighting equipment you feel may be necessary.

Fire-fighting equipment will be required from Saturday 31st - Friday 13th August inclusive. Please also provide options & pricing for delivery and collection.

Glamping

We are looking for a partner to provide sufficient canvas, including appropriate accessories, for our Glamping Hideaway. The capacity of the Glamping Hideaway has been notionally set at 22 tents, although this figure could potentially be increased or decreased, depending on the level of demand.

Glamping tents need to be in place by midday on Thursday 5th August, and can be taken down from midday on Sunday 8th August.

Marquees

We will require marquees/tents in the following sizes:

Marquee Size	Quantity
12m x 36m*	2
20m x 15m Stretch Tent	1
3m x 6m†	6
3m x 3m	7
10m x 10m (or similar) Tipi-Style Tent	1

** If possible, we would like both of the 36m x 12m marquees to have a partition at one end, to protect its contents from public view. If a partition is not possible, please advise whether a shorter marquee with a small, adjacent tent might be possible*

† One of these structures will be in regular, close proximity to crowds, and will contain audio equipment. It will therefore need to be sufficiently robust.

Power & Lighting

We will require 6 x generators, all of which should be as low noise as possible. Listed below are the required generators and what will be needed from that supply.

Generator 1 - 60kVA - Main Stage Production
- Heavy mains cable package

Generator 2 - 60kVA - Offices, Backstage and Architectural Lighting (and Vendors?)
- Distro and cabling for the office units
- Distro and cabling for dressing rooms and lights backstage
- Distro and cabling for 2 Vendors with cable ramp (dug in?) ??

Generator 3 - 60kVA - 2nd Stage, Traders and Architectural Lighting
- 1 x 20m 63/1Ø cable for the 2nd Stage ??
- Distro and cabling for 6 Traders with cable ramp (dug in?)
- Extra 16a to 13a jumpers ??
- Extra 16a cable for architectural lights ??

Generator 4 - 125kVA - Main Bar with Stage, Secret Bar and Vendors
- Distro and cabling for the bar; hot power, chillers, fridges, pumps etc

- 1 x 20m 32a cable for the Bar Stage
- Distro and cabling for the Secret Bar; hot power, fridges, pumps etc
- Distro and cabling for 6 (4?) Vendors with cable ramp (dug in?)
- Cabling for Lighting within the bars

Generator 5 - 30kVA - Glamping and Architectural Lighting

- Distro and cabling for 12 Glamping Tents
- Architectural Lighting

Generator 6 - 20kVA - Family Camping Showers and Lighting

- Distro and cabling for the Shower Unit
- Distro and cabling for Lighting

Misc

- Spares of long lengths of 16a/32a and various jumpers

We will require 4 x lighting towers, and 300m of festoon lighting.

We are keen to discuss whether you think the above represents an appropriate plan for our event, and to hear any alternatives you might propose.

We are exploring the possibility of providing electrical power to guests' campervans/caravans, and would be interested to understand some of the costs involved.

The electrical system will be installed, tested and operated by competent persons in accordance with BS7909 code of practice for temporary events and the latest BS7671 wiring regulations. All final circuits rated at less than 32 Amps will be protected by 30mA, 10ms Residual Current Devices (RCDs). All other circuits, except for those running through secure staff only areas, shall be protected by RCDs with ratings chosen to maximise protection whilst keeping nuisance trips to a minimum.

Radio Hire

We will require 26 Motorola Radios with the following as a package:

- 5 x 6-way Charging Stations (Maybe single charging stations to work with Covid safety measures)
- 20 x DShell Covert Earpieces
- 12 x Remote Fist Mics
- 12 x Spare Batteries
- Correct licensing from 2-10th August 2021

Refrigeration Units

We will require:

- 2 x trailer fridges

- 1 x trailer freezer

Including delivery/collection

Refuse Disposal

We will require 4 x skips:

- 2 x general waste
- 1 x compostable waste
- 1 x recycling

Site Office(s)

We will require one large site office unit for use from the beginning of build week until the conclusion of the takedown week.

We would be interested in seeing your best price for one further site office unit which is, or could be, divided into two for use as artists' dressing rooms. We think this is unlikely to prove a cost-effective solution when compared to marquee hire, but would be happy to be proven wrong.

Site office units should come with electric points and lighting as a minimum. If furniture can also be included this would be a bonus, although we do not have any additional budget to pay for this.

Toilets & Showers

We will require sufficient temporary toilet installations in order to satisfy the below site capacities:

Main Arena	Festival capacity (2,500 people)
Campsite 1	< 600 people
Campsite 2	< 1,500 people

Please note that these are *maximum* capacities. None of the areas listed will operate at full capacity across the entire weekend. We may also need to scale down our toilet requirements based on final ticket sales.

Each of the areas listed in the table above will require disabled access toilet facilities.

We will require 2 x toilets (assuming these are single-capacity units) in *each* of:

- The backstage area
- The staff compound
- The staff campsite

We will also require shower facilities for campsite 1, and shower facilities for our Glamping Hideaway (capacity approx. 60 persons). There will be a standard tap water supply to each shower unit.

The above toilets and showers will also need servicing as appropriate.

We do not expect there to be a particular gender bias at the festival.

Water Bowers

We will require 4 x water bowsers to supply clean drinking water, in the following locations:

- The festival arena - accessible by all attendees
- Campsite - accessible by up to 600 attendees
- Campsite - accessible by up to 60 attendees
- Campsite - accessible by up to 200 attendees

We would be grateful for your recommendations as regards capacities for the above. We will be able to fill and refill bowsers ourselves over the course of the event.

Various Misc. Services/Facilities

We are interested in hearing your suggestions for hires or services which may add value to the festival, especially where they might lead to revenue-generating opportunities for Beyond The Woods.

Covid-19

With the situation around Covid-19 constantly evolving, it is possible that our requirements might change as we get closer to the time of the event. We would be very grateful if you could advise on any applicable best practises for your services/industry both now, and as we approach the date of the festival.

Any contracts agreed *must* include cancellation clauses in the event that the festival cannot take place because of the coronavirus pandemic.

How Will We Award Contracts?

Applications to supply Beyond The Woods Festival are split into two parts: *Supplier Information* and *Goods/Services Provided*.

Supplier Information will help us to establish some basic details as to the suitability of you/your company to provide goods or services to the festival. For example, it allows us to understand whether you have health and safety policies in place, which the festival requires of all its partners

Goods/Services Provided helps us to understand how you will fulfil the brief set out above. Expressions of interest will be scored based on price (60%) and quality of product/service (40%).

Next Steps

Thank you for taking the time to read through this tender brief.

If you would like to apply to provide services at Beyond The Woods 2021, you will be able to find the application form on our website - beyondthewoods.co.uk/supply.

If you would like to discuss any aspect of the document, or Beyond The Woods Festival 2021, please don't hesitate to get in touch via management@beyondthewoods.co.uk.