



REQUEST FOR EVENT PROPOSALS	2025- 2026
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1. Statement of Purpose & Background

Hyndburn Borough Council are seeking to issue grants to event provider(s), to aid in the organisation of events through the period of April 1st 2025- March 31st 2026. These events must be held on suitable public land in Hyndburn.

Hyndburn Borough Council would like to see a substantial increase in people using the borough's high streets, parks and open spaces. Therefore, the purpose of this commission is to run an event programme, at regular intervals throughout the year that allows the organiser(s) to promote Hyndburn, to raise awareness to prospective visitors and increase footfall from the wider Hyndburn, East Lancashire and North West community.

The event provider(s) will take sole responsibility for arranging all relevant permissions, insurances, approvals, licences, security etc. related to the event and will do so at their own cost (these can be itemised in grant funding proposals).

Although event providers will not be charged a fee for the use of any event spaces on Hyndburn Borough Council land, there may be charges for repair/maintenance of grounds. In addition, event providers should be aware that other event spaces across the borough may be subject to charges and land owner permissions.

Hyndburn Borough Council aim to award a number of grants, and we anticipate that there will be a range of proposals each offering a varied mix of events that attract a wide audience.

2. Scope of Work

EVENT CATEGORIES 2025- 2026			
EVENT CATEGORY	DATE	DESCRIPTION	MAXIMUM FUNDING AVAILABLE
Food Festival	Summer 2025	Local food and suppliers	£24,000
Net Zero Event	Summer 2025	Celebrating & promoting green activities including community involvement	£7,000
Soapbox Challenge	Summer 2025	Crowd pleasing, high impact event for the whole community	£25,000
Carnival / Procession	Summer 2025	Traffic Management costs for annual Parade / Carnival	£2,500
Culture & Heritage	Summer / Autumn 2025	Celebrate and engage with Hyndburn's diverse communities, groups and nationalities	£100 to £1,000 grants available
Accrington Christmas Light Switch On, including blessing of the crib	November 2025	Crowd pleasing, high impact event for the whole community	£24,000
Township Christmas Light Switch On events	November / December 2025	Crowd pleasing, events for the whole community	£100 to £2,000 grants available
Great Harwood Winter Event	December 2025	Crowd pleasing, high impact event for the whole community	£20,000
Other	2025-26	This category can be used for any proposal which falls outside of the above categories	£10,000

Event Proposals need to address specific Objectives. We expect Proposals to include events that will cover all of the following on behalf of Hyndburn Borough Council;

Objective 1

Increase visitors to the Hyndburn's high streets, parks or open spaces (increase footfall)

Objective 2

Engage with people who live in and around Hyndburn

Objective 3

Create an event which can engage with the widest possible audience

Objective 4






Demonstrate value for money

Objective 5

Explore additional funding sources, other than that of the Council

3. Performance Standards

Each event,

-  must be well organised
-  must adhere to all requirements and timelines set out in Hyndburn Borough Council's Event Application (<https://www.hyndburnbc.gov.uk/services/events-application-form/>).
-  must be managed professionally before, during and following the event
-  must demonstrate that it fulfils all of the 5 Objectives set out in the previous section (2)
-  must produce an Event Report, no later than one month following the event, detailing the following:
 - how the 5 Objectives were met
 - Budget Assessment
 - Project Successes and Issues (including feedback from stakeholders and attendees)
 - objective Evaluation of Event Outcomes (including any items to be altered in the future and lessons learned)
 - results of the visitor survey (at least 100 visitors must be surveyed at each event)

See Appendix 2 – Example Event Report, for an example of how the Event Evaluation Report could be formatted.

Terms of Contract, Payments & Penalties

A Grant Agreement will be provided to the successful Event Provider.

The Event Provider will be required to complete an Event Application (<https://www.hyndburnbc.gov.uk/services/events-application-form/>) and submit all health & safety documents to Hyndburn Borough Council's Event Safety Advisory Group no less than 6 weeks prior to the event, any events requiring road closures must submit an application 8 weeks prior to the event.

Hyndburn Borough Council will normally award 50% of the grant fee following ESAG approval of the Event Application and documents, and 50% following completion of the event and satisfactory submission of an Event Report.

If an event provider is found to have been negligent in their attempt to achieve the objectives, Hyndburn Borough Council reserves the right to cancel the event provider contract and award to a new supplier, and withhold and/or recover any fees paid.

4. Requirements for Proposal Preparation

The following two documents should be provided as your Proposal submission:

1. completed Grant Application Form (Appendix 3)
2. Proposal document, to include the following headings:



Introduction

- applicants information and background
- relevant event experience
- reason for application



Details of the Proposed Event including,

- event Category applying under (from list in Section 2)
- event title
- full description of event
- funding sought from Hyndburn Borough Council, including a breakdown of costs (Hyndburn Borough Council may fund Traffic Management costs in addition to the grant funding)
- demonstrate the amount and origin of additional funding (other than the funding provided by the Council) towards this event
- target audience
- Project and Management Plan (Applicants need to demonstrate that events can be managed independently of the Council)
- how Objectives 1, 2, 3, 4 & 5 will be met (from Section 2)
- Marketing Plan
- what will success look like



Plan for Reporting

- Proposed outcomes and methods of evaluation
-

This list of headings is not exhaustive, include further information you feel may be relevant.

Please enclose any supporting information you feel may help your application, for example any previous event plans, reports and references.

5. Evaluation and Award Process

Proposals will be evaluated by a panel of representatives of Hyndburn Borough Council, these being;

- 1) Portfolio Holder for Culture, Heritage & Arts
- 2) Event Coordinator
- 3) Business & Marketing Coordinator and Event Safety Advisory Group representative

Stage 1 – Initial Assessment of Proposal

Proposals must be submitted no later than the date(s) given in Section 6.

Proposals will be initially assessed and marked using Scorecard Number 1, below;

Proposal:											
Understanding of Objectives		Events Linked to Objectives		Understanding of Managing Events Shown		Event Marketing Planning Shown		Execution Capability Shown		Results	
Weighting	Mark /10	Weighting	Mark /10	Weighting	Mark /10	Weighting	Mark /10	Weighting	Mark /10	Total Weight	Total Mark
2		2		2		2		2		10	

A pass mark of 60 will be required to proceed to Stage 2.

We will consider all proposals where the proposer shows capability and understanding for the scope of work required.

Stage 2 – In Depth Assessment of Proposal

Each proposal passing through to Stage 2 will be further assessed using Scorecard Number 2, below;

Event:													
Level of Understanding Shown RE: Event Planning		Manageability & Ability of Provider		Budget / Value For Money		Level of Intent to address Objective 1		Level of Intent to address Objective 2		Level of Intent to address Objective 3		Level of Intent to address Objective 4	
Weighting	Mark /10	Weighting	Mark /10	Weighting	Mark /10	Weighting	Mark /10	Weighting	Mark /10	Weighting	Mark /10	Weighting	Mark /10
1.7		1.3		1.7		1.2		1.2		1.2		0.5	

Stage 3 - Award

Following Stage 2, the Panel will award one event provider a contract, dependent upon the final score on Scorecard 2.

6. Process Schedule

This request for proposals has been published week commencing 16th December 2024.
The request for proposals will be published on the following website; www.hyndburnbc.gov.uk

All proposals must be received via email or mail no later than 8am on Wednesday 22nd January 2025.

Proposals must be emailed to Katie.laxton@hyndburnbc.gov.uk

Please contact Katie Laxton if you wish to submit the Proposal in an alternative format.

Deadline

Deadline for submitting Proposal (2025)	Assessment (2025)	Award (2025)
8am on Wednesday 22 nd January 2025	Friday 24 th January 2025	w/c 27 th January 2025

7. Point of Contact for Correspondence

First point of contact for all enquiries:

Name	Katie Laxton
Title	Event Coordinator
Department	Environmental Services
Organisation	Hyndburn Borough Council
Address	Willows Lane Depot Willows Lane Accrington Lancashire BB5 0RT
Telephone	07973 620 255
Email	Katie.laxton@hyndburnbc.gov.uk

Second point of contact (if first is unsuccessful):

Name	Victoria.tindall@hyndburnbc.gov.uk
Title	Business & Marketing Coordinator
Department	Environmental Services
Email	Victoria.tindall@hyndburnbc.gov.uk

8. Appendices List

Appendix 1 - Terms and Conditions

Appendix 2 - Example Event Report

Appendix 3 – Grant Application Form