



LYME REGIS TOWN COUNCIL

NON-MOTORISED WATERSPORTS CONCESSION 2019-2021

TENDER FORM

Name

Address

.....

Postcode **Tel No**

Email **Web address**

I/we hereby offer to the Lyme Regis Town Council the sum of £ for the 2019, 2020 and 2021 seasons (VAT will be added to this sum and payable by the concessionaire) to operate a non-motorised watersports concession in accord with the following conditions to which I/we agree:

1. The concession to be granted for the 2019, 2020 and 2021 seasons and to operate from 11 March 2019 to 29 October 2021, inclusive.
2. The concession site to consist of a beach storage area and access to the water line for launching purposes, both to be agreed with the operations manager (see para 11).
3. The size, design and colour of the concession equipment to be approved by the operations manager.
4. The concessionaire to ensure that all equipment, when not in use, is stored in such a way as to prevent any obstruction to other beach users. Steps shall be taken to avoid any nuisance or annoyance to other users of the concession area.
5. The concessionaire must always be readily available during the times of operation of the concession but in the event of any prolonged absence a nominated deputy should be present whose identity should be known to the appropriate council staff.
6. The concessionaire and staff should be appropriately dressed throughout the hours of operation.
7. Staff employed should be suitably qualified ensuring the safe operation of the concession which is the responsibility of the concessionaire.
8. All concessionaires operating on the town beaches to be jointly responsible for keeping their area on the beach free of all rubbish throughout the concession period. To ensure compliance with this requirement, inspections will be carried out by the operations manager.

9. The concessionaire to hold public liability insurance of not less than £5,000,000 covering themselves and staff, the certificate to be examined by the operations manager at the commencement of the season. The town council accepts no responsibility for any injury or damage to any person or equipment belonging to the concessionaire, employees or participants.
10. The operations manager to retain overall responsibility ensuring through the appropriate council staff that all conditions of the concession are met. In the event of any dispute concerning the conditions the matter to be referred to the mayor and chairman of the Town Management and Highways Committee, whose decision will be final and binding.
11. The town council reserves the right to relocate the concession site as appropriate with the council's ability to do so in the event of any subsequent sea defence work or other activity beyond the council's control requiring vacation of the existing site.
12. The town council reserves the right to terminate the concession at any time should there be an infringement of the conditions herein stated or if the concession fee is not paid in accord with the tender submitted.
13. This concession shall not operate as a lease or tenancy and shall not be assigned to any person other than the concessionaire.
14. The availability of the non-motorised watersports to be well signed, with all signs being to a professional standard, and approved by the operations manager.
15. All concessionaires are responsible for ensuring they pay any taxes or duties incurred by their business.
16. Where necessary, buoyancy aids to the appropriate British standard to be supplied to hirers.
17. The concessionaire or nominated deputy to have access at all times to adequate means of communication with the harbourmaster, council staff and for emergency use.

I/we agree to pay the concession sum in equal amounts on the following dates:

1 May of each respective year	50%
1 July of each respective year	50%

This tender, together with the council's conditions and written acceptance, shall constitute a binding contract between us.

Signed

Date

JOHN WRIGHT, TOWN CLERK

Town Council Offices
 Guildhall Cottage
 Church Street
 Lyme Regis
 Dorset
 DT7 3BS



LYME REGIS TOWN COUNCIL
NON-MOTORISED WATERSPORTS CONCESSION 2019-2021
BUSINESS PROPOSAL GUIDELINES

Please address the following points within your business proposal and post together with your 2019-2021 non-motorised watersports concession tender form to:

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

Alternatively, you can email us with the attachments:
admin@lymeregistowncouncil.gov.uk

1. In-depth details of the non-motorised watersports and the proposed timetables.
2. Details/drawings/photographs including measurements of the storage unit.
3. The proposed place of operation on the beach.
4. The proposed hours of operation.
5. Details of the proposed pricing of non-motorised watersports.
6. DBS checks must be done for each member of staff.
7. Details and copies of your current public liability insurance cover.
8. Details of the equipment you will be providing and utilising.
9. Details of staff and their contact numbers.
10. Details about yourself or the company you work for.
11. Details of proposed staff uniform or codes of dress.
12. Details of how you propose to sell the activity.
13. Details of how you propose to access and exit the site.