LYME REGIS TOWN COUNCIL

ARTS AND CRAFTS CONCESSION 2026-2028

TENDER FORM

Name ……

Address ……

……

Postcode …….. **Tel No** ……

Email …… **Web address** ……

I/we hereby offer to the Lyme Regis Town Council a sum of £ ……. per year for the 2026, 2027 and 2028 seasons (VAT will be added to this sum and payable by the concessionaire) to operate an arts and crafts concession (or similar) in accord with the following conditions to which I/we agree:

1. The concession to be granted for the 2026, 2027 and 2028 seasons and to operate from March to October inclusive in each year.

2. The concession site to consist of a location either on the Front Beach, Marine Parade or public gardens. The location and measurements to be agreed on site with the operations manager (see para.11).

3. The size, design and colour of the concession equipment (if necessary) to be approved by the operations manager.

4. Use of any generator or similar should be muffled in a manner approved by the operations manager so as to avoid nuisance to adjoining property and other beach users.

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 the beaches free of all rubbish throughout the concession period from Cobb Gate to the sand bar inclusive. 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 £10,000,000 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, and 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 arts and crafts (or similar) to be well signed, with all signs being to a professional standard, and approved by the operations manager.

16. No sale of other goods, apart from the outlined arts and crafts, is permitted.

17. Where possible, the town council would expect the concession to be operating throughout the season as specified in paragraph 1.

18. It is expected that all potential concessionaires will have produced a full business proposal and be willing to meet the criteria as outlined in their specified proposal.

19. All concessionaires are responsible for ensuring they pay any taxes or duties incurred by their business.

20. I/we agree to pay the concession sum on 1 April in each respective year.

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

Signed ……..... **Date** ……....

MARK GREEN TOWN CLERK
Council Offices
St Michael's Business Centre
Church Street
Lyme Regis
Dorset
DT7 3BS

LYME REGIS TOWN COUNCIL

ARTS AND CRAFTS CONCESSION 2026-2028

BUSINESS PROPOSAL GUIDELINES

Please address the following points within your business proposal and email together with your 2026-2028 arts and crafts concession tender form to **enquiries@lymeregis-tc.gov.uk**

1. Details of all arts and crafts intended for sale or participation.

2. Details/drawings including measurements of the unit/stall in which you are going to display your goods.

3. DBS checks (if necessary) for each member of staff.

4. Details and copies of your current public liability insurance cover.

5. The proposed hours of operation.

6. Details of the proposed pricing of goods (where appropriate).

7. Details of the equipment (if necessary) you will be providing and utilising.

8. Details about yourself or the company you work for and other staff.

9. Details of proposed staff uniform or codes of dress.

10. Details of how you propose to sell your goods.

11. Details of how you propose to access and exit the sites.