LYME REGIS TOWN COUNCIL

CHILDREN'S GAMES AND ACTIVITIES CONCESSION 2026-2028

TENDER FORM

Name ……..

Address ……..

……..

Postcode …….. **Tel No** …….

Email …… **Web address** ……

I/we hereby offer to the Lyme Regis Town Council a total sum of £ ……. for the 2026, 2027 and 2028 seasons (VAT will be added to this sum and payable by the concessionaire) to operate a children's games and activities 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 between March and October during each year.

2. The exact location and measurements to be agreed on site with the operations manager. The concession site to consist of a beach area, the usual location being the Front Beach close to the former Jane's Café and as in previous years, approximately 4metres x 4metres in area. This is normally marked out, but without claiming exclusivity, at the start of the day (see para 11).

3. The size, design and colour of the concession equipment to be approved by the operations and chairman of the council's Town Management and Highways Committee.

4. Use of any generator or similar should be muffled in a manner approved by the operations manager and chairman of the council's Town Management and Highways Committee 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. All staff in direct contact with children must have been DBS checked.

8. All concessionaires to be jointly responsible for keeping the concession area free of all rubbish throughout the concession period.

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 deputy town clerk 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 the children's games (or similar) to be well signed, with all signs being to a professional standard, and approved by the deputy town clerk.

15. No sale of other goods, apart from tickets to participate in the games is permitted.

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

17. Use of any amplification equipment should not interfere with the enjoyment of other beach users.

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 of 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 3DB

LYME REGIS TOWN COUNCIL

CHILDREN'S GAMES AND ACTIVITIES CONCESSION 2026-2028

BUSINESS PROPOSAL GUIDELINES

Please address the following points within your business proposal and send together with your 2026-2028 children's games and activities concession tender form to **enquiries@lymeregis-tc.gov.uk**

1. In-depth details of all children's games and activities and the proposed timetables.

2. Details/drawings including measurements which are relevant in terms of giving a clear idea of what the games will entail and any signage.

3. The proposed hours of operation.

4. Details of the proposed pricing of games, where appropriate.

5. Details of DBS checks for each member of staff.

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

7. Details of the equipment you will be providing and utilising.

8. Details of staff and their contact numbers.

9. Details about yourself or the company you work for.

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

11. Details of how you propose to sell the games.

12. Details of how you propose to access and exit the site.