



**LYME REGIS TOWN COUNCIL**

**HENNA TATTOOING AND HAIR BRAIDING CONCESSION 2022-2024**

**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 2022, 2023 and 2024 seasons (VAT will be added to this sum and payable by the concessionaire) to operate a henna tattooing and hair braiding concession in accord with the following conditions to which I/we agree:**

1. The concession to be granted for the 2022, 2023 and 2024 seasons and to operate from March to October inclusive in each year.
2. The concession site to consist of an area west of the Cart Road beach huts. 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 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. All staff in direct contact with children must have been DBS checked.
8. The site to be left clean and tidy at the end of each day 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, 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 henna tattooing and hair braiding 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 henna tattooing and hair braiding 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. No vehicles to be parked in or near the concession site.

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

<b>1 May of each respective year</b>	<b>50%</b>
<b>1 July of each respective year</b>	<b>50%</b>

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

**Signed .....**

**Date .....**

**JOHN WRIGHT, TOWN CLERK**

Guildhall Cottage  
Church Street  
Lyme Regis  
Dorset, DT7 3BS



## LYME REGIS TOWN COUNCIL

### HENNA TATTOOING AND HAIR BRAIDING CONCESSION 2022-2024

### BUSINESS PROPOSAL GUIDELINES

Please address the following points within your business proposal and email together with your 2022-2024 henna tattooing and hair braiding concession tender form to [admin@lymeregistowncouncil.gov.uk](mailto:admin@lymeregistowncouncil.gov.uk)

1. In-depth details of all henna tattooing and hair braiding services and the proposed timetables.
2. Details/drawings/photographs including measurements of the unit/stall in which you are going to operate the concession.
3. The proposed hours of operation.
4. Details of the proposed pricing of any goods related to henna tattooing and hair braiding, as appropriate.
5. DBS checks must be done 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 any goods/services.
12. Details of how you propose to access and exit the site.