

## Invitation to Tender (ITT)

### Event Delivery, Temporary Structures & Seasonal Attractions at Capel Manor Gardens

Dear Tenderer,

Capel Manor Gardens invites suitably qualified and experienced organisations to submit a **formal tender** for the delivery of event infrastructure, attractions, and associated services at Capel Manor Gardens.

This Invitation to Tender (ITT) sets out the requirements, submission instructions, evaluation criteria, and pricing schedule to be completed as part of your response.

#### 1. Contracting Authority

**Organisation:** Capel Manor Gardens

**Address:** Capel Manor Gardens, Bullsmoor Lane, Enfield, EN1 4RQ

**Contact:** Laura Gilbey, Commercial Department

**Email:** bookings@capel.ac.uk

#### 2. Scope of Services

Tenderers are invited to submit proposals for one or more of the following service elements. Capel Manor Gardens reserves the right to award contracts as a single package or as separate lots.

##### Lot 1 – Public Wedding Show

Provision of planning, production, and delivery of a public-facing wedding show at Capel Manor Gardens.

##### Requirements include:

- Event concept, layout, and visitor flow
- Temporary infrastructure (marquees, staging, flooring, power, lighting)
- Equipment sizes, dimensions, and site footprint
- Staffing structures and costs (event management, build, operations, security)
- Proposed dates, duration, build and derig periods
- Health & safety, licensing, and statutory compliance
- Marketing and promotional support
- Estimated visitor numbers
- Revenue projections and commercial model (ticketing, exhibitor fees, revenue share)

##### Lot 2 – Temporary Wedding Structure (Hire Use)

Design, supply, erection, and hire of a temporary structure suitable for weddings and ceremonies.

##### Requirements include:

- Structure type and specifications
- Capacity and layout options
- Dimensions and space requirements

- Length of hire and seasonal availability
- Installation and removal timelines
- Operational staffing requirements
- Utilities and technical requirements
- Cost model and revenue-sharing proposals

## **Lot 3 – Christmas Ice Rink**

Supply, installation, operation, and removal of an ice rink for the Christmas season.

### **Requirements include:**

- Rink size options and recommended footprint
- Duration of hire and operational period
- Build, operation, and derig schedule
- Staffing requirements and costs
- Power, plant, and technical requirements
- Health & safety and insurance
- Marketing support
- Revenue forecasts and commercial assumptions

## **Lot 4 – Christmas Estate Illumination**

Design and delivery of a Christmas lighting scheme across the estate.

### **Requirements include:**

- Creative lighting proposal
- Equipment specifications and dimensions
- Installation, operation, and removal timelines
- Staffing and operational costs
- Energy and sustainability considerations
- Proposed operating dates and duration
- Marketing support
- Visitor and revenue projections

## **3. General Tender Requirements**

All submissions must include:

- Full method statement and delivery approach
- Equipment specifications and space requirements
- Staffing structures and associated costs
- Programme and key milestones
- Marketing strategy and reach
- Financial model and revenue projections
- Relevant experience and case studies
- Evidence of insurance and compliance
- Risk assessment and mitigation measures

## 4. Pricing Schedule (To Be Completed)

Tenderers must complete the pricing schedule below and include it within their submission.

### 4.1 Cost Breakdown

Please provide a detailed breakdown of costs for each Lot submitted:

- Capital / hire costs
- Build and derig costs
- Staffing costs (itemised by role and day rate)
- Operational costs
- Utilities and technical costs
- Any additional costs or assumptions

### 4.2 Commercial Model

Please outline:

- Proposed revenue streams
- Revenue projections
- Any proposed revenue share, commission, or minimum guarantees
- Assumptions underpinning financial forecasts

## 5. Evaluation Criteria

Tenders will be evaluated using the following weighted criteria:

Criteria	Weighting
Quality of Proposal & Methodology	30%
Relevant Experience & Track Record	20%
Commercial Viability & Revenue Model	20%
Price & Value for Money	20%
Sustainability & Risk Management	10%

Tenderers must clearly demonstrate how their submission meets each criterion.

## 6. Submission Instructions

- Submissions must be received by: **Friday 30 January 2026**
- Format: PDF submission via email
- Maximum length: not applicable
- Clarification questions must be submitted by: **Friday 23 January 2026**

Late submissions may not be considered.

## 7. Conditions of Tender

Capel Manor Gardens:

- Is not obliged to accept the lowest or any tender
- Reserves the right to clarify or negotiate with tenderers
- May award contracts by Lot or as a single combined contract

We look forward to receiving your tender submission and thank you for your interest in working with Capel Manor Gardens.

Yours faithfully,



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