

Gourock Highland Games Sunday 12th May 2024

Gourock Games Bar Application



Invitation to bid for bar provision

The Gourock Highland Games is a long established event which takes place every year in May.

This year it is Sunday 12th May, in Battery Park, Gourock, Inverclyde.

Over the past years audience numbers have increased greatly and we anticipate visitor numbers from 8,000 – 10,000. It is a family friendly event, with Pipe Band and Heavy competitors, so a mixture of all age groups.

We are inviting submission from businesses to provide the bar provision and welcome bids to supply this event.

Inverclyde Council will provide the following:

- A 15m x 9m beer tent with flooring and the same size of outdoor space for beer garden
- 24 bistro type tables
- 80 bistro type chairs
- Bins

Alcohol must be kept within the marquee and garden footprint and we will supply stewards to monitor this.

Stewards to man the marquee as it will be capped at a set capacity. Drink is not allowed out with the marquee and beer garden.

The bar supplier will provide the following:

- A full bar service with solid bar, enough staff to cover the day, a mixture of beers, wines, spirits and soft drinks on offer, in plastic glasses.
- Payment type by card or cash.
- As we are promoting Inverclyde businesses we ask that you supply local produce at the bar such as Titan Rum, Inverclyde Gin and Shipyard Gin. We will supply the contact details for stock.

All drinks must be competitively priced, please forward your price list with your proposal.

You should include your own power supply.

Insurance

Applicant must hold public liability insurance, with cover to a minimum of £5million.

This may require to be increased in certain circumstances, which will be advised to the trader on receipt of the completed application.

A copy of a valid public liability insurance certificate and any appropriate safety certificates must accompany this application.

FAILURE TO MEET THE APPROPRIATE INSURANCE REQUIREMENTS WILL EXCLUDE THE TRADER FROM TRADING.

Licence

You will be required to apply for the occasion licence for the event via Inverclyde Council's licence department.

Marquee plans will be provided to support the application.

Please submit your bid and supporting application information to events@inverclyde.gov.uk by Monday 4th March

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Site safety rules / safety requirements

Tents and marquees

- Tents and Marquees must be secured using suitable fixings and covered.
- Risk assessments for erection and dismantling of tents must be available.

Transportation

- Drivers of vehicles and those who are to operate machinery are not permitted to drink alcohol or be under the influence of drugs.
- Movement while the public are onsite will be kept to a minimum.
- Vehicle movement during the hours 12pm – 6pm is strictly prohibited and will require permission.

Work equipment

- All work equipment should satisfy all statutory requirements and meet Provision of Work Equipment Regulations 1998.
- Machinery should be immobilised and placed in a secure area when not in use.
- Defective machinery likely to cause a safety hazard should be immediately removed.

Work places (the whole event site is a work area)

- Good house keeping should be adhered to.

Food preparation and waste disposal

- All food preparation areas should comply with legislative requirements.

Accident reporting

- An accident book/incident forms will be available with first aiders, all accidents and near misses should be recorded and the Event Safety Co-ordinator notified.
- In the event of a major incident, materials and equipment should be left undisturbed, providing they do not create a hazard. The Safety Co-ordinator should be contacted.

Electrical safety

- All electrical installations and equipment will meet the requirements of the Electricity at Work Regulations 1989.
- Only qualified electricians may attempt repair of electrical equipment - if a fault is suspected in any circuit or apparatus the appliance should be removed from use.

Generators

- Read and adhere to the manufacturer's instructions for safe operation - set up your generator on an impermeable surface using a drip / spill tray.
- If any fuel has to be disposed of - please dispose of as hazardous/ special waste.
- Ensure no smoking is permitted in the vicinity of generators and an approved fire extinguisher suitable for electrical fires located nearby.
- Never use a generator indoors or in any partially enclosed area.
- Keep dry and do not use in rain or wet conditions.
- Fuel should be stored in properly labelled containers and transported safely.

Gas safety

- No-one is allowed to bring gas cylinders onsite without the permission of either the Event Manager or the Event Safety Co-ordinator to ensure that they are aware of and follow our strict rules on LPG safety.

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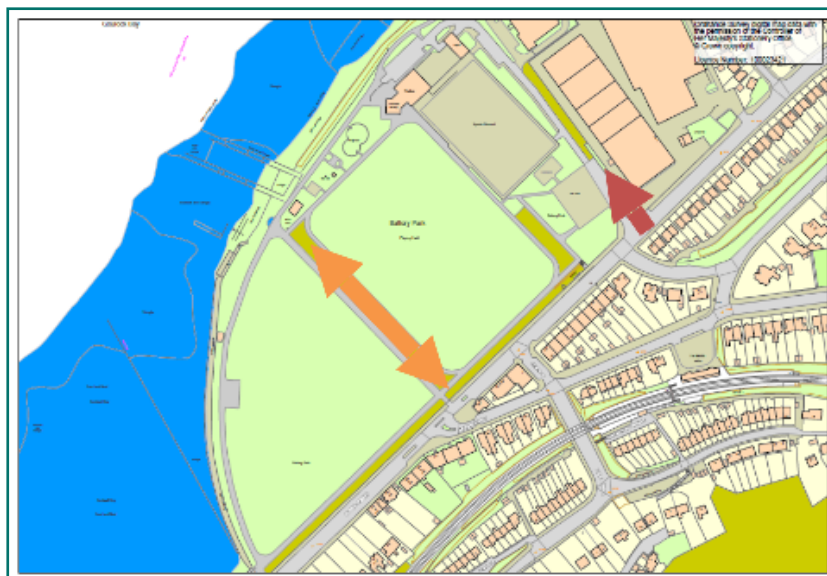
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Event location: Battery Park, Eldon Street, Greenock PA16 7QE

Date: Sunday 12th May 2024

Set-up completion time: 10.30am



Entrance to the park is marked with the Red arrow and all traders will be placed in the centre, marked with the orange arrow.

Weight limits, height restrictions, access restrictions, one way systems

Once inside Battery Park, stewards will advise you of the best way to reach your allocated position.

Entrance to use

Main entrance to Battery Park from Eldon Street, as shown with the red arrow.

Vehicle size

NO Artic vehicles.

Parking

Subject to availability there may be parking available for traders, 1 vehicle per trader stand. Please request a permit, which will be confirmed nearer the time.

Any additional trader vehicles will need to be parked off site.

Trader positioning and vehicle access is allocated by Inverclyde Council's Events Team and as such their decision is final.

Event manager's contact details by email only:

events@inverclyde.gov.uk