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**CALL FOR PROPOSALS**

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| Contract title | Scarborough Streets Festival |
| Type of supply | Prepare and run a community parade to take place at 2:30pm on Monday 6th May 2024 |

**CLOSING DATE: 5pm, Thursday 29 February 2024**

**SECTION 1: INTRODUCTION AND GUIDANCE**

**General**

“The Scarborough Fair” is a North Yorkshire Council project, with funding from the Towns Deal, or anyone acting on behalf of The Scarborough Fair, that is seeking to invite suitable suppliers to participate in this call for proposals.

“You”/ “Your” or “Supplier” means the body responding to this Call for Proposals i.e., the legal entity responsible for the information provided. The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 as amended and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; Individual, or other form of entity.

**Scope of requirements**

The Scarborough Fair wishes to award a contract to produce forms of street entertainment or street art to support Tourism and Cultural promotion for Scarborough and garner a sense of place to make residents proud of the area in which they live. **Scarborough Streets** takes place across the town centre from **4th- 6th May 2024**, but we expect there to also be some community workshops and activities for residents in the weeks leading up to the event itself.

This is the first ‘Scarborough Streets’ project, and the second project in the overall The Scarborough Fair festival, as The Scarborough Fair looks forward to supporting economic growth in the visitor economy sector and create a body of cultural significance across Scarborough.

Further information is contained within **Section 2: The Specification**.

**Timetable**

The draft timetable below outlines the estimated duration of the procurement process. Suppliers should note this is for indicative purposes only and The Scarborough Fair is not bound by these timescales.

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| **Date** | **Activity** |
| 8th February 2024 | Calls for Proposals made available to suppliers |
| 5pm, Thursday 29th February 2024 | Final date for Proposal submissions |
| Friday 7th March 2024 | Contract awards and commencement of contract |

**SECTION 2: SPECIFICATION**

**Introduction**

**The Scarborough Fair** is seeking to commission street entertainment and/or street art for Scarborough Streets, to promote the cultural product of Scarborough. This is part of a wider work plan to come together to promote tourism and local enjoyment for Scarborough during The Scarborough Fair.

**Background**

**Scarborough Streets** is the next event under the banner of the new Scarborough Fair, taking place between **Saturday 4 and Monday 6 May 2024** at various outdoor locations in the centre of Scarborough.

It will be an inclusive community event, featuring a variety of free and affordable performances and activities. The aim is to inspire, celebrate and showcase local creativity. It will also feature national and international artists, too.

We are looking for a variety of artists, creatives, community groups and event organisers to be part of the festival and develop existing networks and activities.

Activities that we are looking to include within Scarborough Streets are as follows:

* A community parade
* Street performances (busking-style circle shows of theatre, music, dance and circus)
* Interactive, walk-about performances
* Interactive installations
* Free workshops
* Site-specific theatre performances
* Street art

**Project Brief**

To create and run a community parade through the streets of Scarborough (route TBC, approx one hour in duration). This will predominantly be a walking parade, with the potential for non-motorised vehicles to also take part.

This would involve liaising, communicating and co-ordinating with various community groups, performing and creative arts groups, schools, local businesses, individuals and anyone else who wants to get involved, as well as with employees of The Scarborough Fair.

The theme and content of the parade is up to the Supplier to propose and can be subject to further discussion with The Scarborough Fair once the Proposal has been submitted.

The Proposal from the Supplier should also include a proposed fee for the work (excluding VAT). There is a budget of up to £12,000 for the parade.

There will be an additional budget available for materials, up to a maximum pre-agreed amount.

The Scarborough Fair will provide all stewarding, security, first aid, road closure facilitation (if any) and other permissions for the parade itself.

Any assets created within this commission will be solely owned by The Scarborough Fair, for their sole use to promote Scarborough, unless otherwise agreed in writing.

**Outputs**

* Free workshops to improve creative skills
* Increasing numbers of residents taking part in local activities
* Diverse community involvement

**Next Steps**

Please provide a Proposal for your project including:

* Theme and detail of the activity proposed
* Timeline of all activities and key dates
* Outline of the groups, organisations and individuals with whom you propose to work
* Equipment and personnel required
* Previous experience in delivering events of this kind and on this scale, including specific examples and outcomes
* Full breakdown of costs.

We are looking to deliver this project starting in March, therefore please also confirm your availability over the coming weeks.

Please email your proposal to [info@scarboroughfair.uk](mailto:info@scarboroughfair.uk) by 5pm, Thursday 29th February 2024.

**Client Contacts**

Day-to-day project contact: Julian Caddy and Catherine Goble (The Scarborough Fair).