



Wimborne History Festival seeks budgeted proposals for the development and delivery of 'Georgian Wimborne 2020'.

The successful applicant will be required to supply, manage and deliver living history re-enactments and living history activities for Wimborne History Festival Ltd. for 17 – 19th July 2020 subject to successful funding outcomes.

About Wimborne History Festival Ltd (Company Number 09997426)

Wimborne History Festival Ltd (WHF) was set up in 2016 to deliver a community-based history festival and education in the Wimborne area. WHF has now delivered two Festivals and is planning the next, for 2020.

It is a collaborative Festival that involves voluntary community organisations and businesses, local societies, schools and universities and many specialist groups. It is supported by Wimborne Minster Town Council, Wimborne BID and other local funders. Wimborne History Festival delivers a mix of free and paid for events in the town, enabling people from all economic circumstances to enjoy the activities on offer.

It aims to build its national profile as a biennial Festival and attract new visitors to the Town to promote its rich heritage but first and foremost it is a community event.

Following the success of 2018's Wimborne WW1 Living History Festival, the Board of Directors are seeking to commission a Supplier to provide Living History activities for Georgian Wimborne 2020.

The next Festival will take place over the weekend of 17 – 19 July 2020. Educational activities will take place in the run up to the Festival weekend in schools.

www.wimbornehistoryfestival.org.uk

The Brief

WHF Board of Directors invite specialist Suppliers to submit proposals for the provision, project management and delivery of the Living History programme for Wimborne History Festival 2020.

The Tender Process

This is laid out in WHF procurement policy which can be found on the WHF website

www.wimbornehistoryfestival.org.uk/wp-content/uploads/2018/11/WHFL-Procurement-Policy-v1.0.pdf

As part of the Tender Document we ask Suppliers to prepare an outline proposal and detailed budget for the Board which will provide an engaging, relevant and fun Georgian themed Festival programme in Wimborne Town Centre.

Applicants will be selected on basis of price, quality and historical relevance of the Living History activities proposed.

The Board will require

- Company Name
- Registration Number
- Registered Directors
- Evidence of Public Liability - Public Liability(liability to a minimum of £10 million)
- Employers Liability Insurance
- Health, Safety and Environment Policy
- Capability Statement
- Method Statement
- Resources
- VAT Certificate (if applicable)

Outline Proposal required

- Budget
- References and Project evidence maximum page x1 A4
- Proposed list of Living History elements

The Living History Programme mandate

To provide Living History re-enactments, living history displays and children's activities that will work well in the different areas of the town over Saturday and Sunday (10 – 4 p.m.). The activities will be free of charge to the public.

The main Festival Site: Willow Walk (A4 plan attached)

Willow Walk is a Community Garden managed by Waitrose. It is a central site which flows to the rest of the town sites via Crown Mead. This site has been booked and confirmed for the dates of the Festival including Friday set up and Monday morning take down. It has limited vehicle access and vehicles cannot be left on the site after set up.

Secondary Festival Sites (A4 plan attached of the town):

- Minster Green
- Wimborne Square
- Priest's House Museum & Gardens*

Indoor Venues to consider for activity will be:

Wimborne Minster Church, Allendale House, Tivoli Theatre and Allendale Community Centre

Within the Proposals

The Board are keen to receive a tailor made programme which will include Living History Displays and Re-enactments that can encompass the different themes and ambitions identified in a focus group with local historians:

- A key focal point display for the Square Wimborne i.e. Carriage and horses
- Possible carriage and horse rides round town
- Crime and Punishment of the era
- Re-enactment Groups specialising In the period i.e. 95th Rifles Napoleonic Association
- Music of the period
- Walkabout acts demonstrating people of the times
- Georgian Dance
- Georgian Fashion
- Smuggling Themes
- Proposals for Arena displays from 10 – 4 p.m. both Saturday and Sunday (firing of guns or cannons will not be permitted)
- Activities children can actively participate in and/or make things
- Tolpuddle Martyrs
- Medicine and Science, Technology, Economics & Maths (STEM) activities of the era – to demonstrate the parallels with technological development now
- Trades from the Georgian era
- Georgian Punch and Judy or similar
- Crafts
- Potential Trade stands

This list is not exhaustive and recommendations and suggestions for Georgian related activities are invited by the Supplier for consideration by the Board.

Budget

The Budget has not been set as the Board are fundraising to finance the Festival. A bid to the Heritage Lottery Fund and other local grant making bodies will be made.

Indicative Budget

WHF Ltd Funding will budget approx. £20,000 for the Living History programme items including project management fees to deliver Georgian Wimborne 2020. The Supplier may be asked by the Fundraiser for support and advice for certain grant applications during the fundraising period.

Please include your Overheads and Profit in the application and VAT Status.

Project Management Structure

The successful Supplier will report direct monthly to the History Festival Programme committee/board.

The Supplier will work closely with the WHF Project Manager/Marketing Manager throughout the planning phase and delivery phase, who also reports directly to the Board of Directors, their mandate will be overall management of the Festival, including the marketing of the WHF 2020 events. They will work closely with the Supplier, Town partners and locally supplied Artists and Artisans. They will be responsible for the co-ordination of the printed programme, online promotions and marketing, and specific educational project strands with Town Partners and Schools. They will also work closely with Businesses to ensure the Town is fully engaged in the Wimborne History Festival 2020.

The Supplier will be expected to project manage the activities they supply ensuring a high standard of health and safety and will be accountable to the Board of Directors for this.

**We are unsure if the Priest's House Museum will be re-opened in time for the WHF, however they will be involved and we will assess this as we know their timetable of their refurbishment.*

All Tenders to be submitted by 8 March 2019 to email address tracycooper62@gmail.com

Interviews to be held by 28 March 2019 by the Board of Directors – dates and times will be arranged to suit the applicants, these are likely to be held at Allenvie House (Ground Floor offices of the Teachers Building Society), Wimborne, Dorset BH21 1AJ (Paid parking directly behind the office in Allenvie Car Park)

For an informal discussion please contact Chairman of Board of Directors Tracy Whitham tracycooper62@gmail.com Mobile 07876791356