



Tender Document for Bar Provision at Diss Carnival 2026

- **Event Name:** Diss Carnival
- **Date:** Sunday 7th June 2026
- **Location:** Diss Park, Park Road
- **Event Duration/Trading Time:** 12 noon – 5.30pm

Overview: Diss Town Council invites tenders from experienced and reputable bar operators to provide fully compliant bar services at the 2026 Carnival. This document sets out the legal, operational and safety requirements which all applicants must meet, and selection process for interested applicants.

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|----------|--|----------|--|
| Name: | | Company: | |
| Address: | | | |
| Tel: | | Email: | |

Scope of Services

The successful tenderer will be required to:

1. Operate a full bar service, including delivery, setup, operation, and takedown.
2. Supply and serve alcoholic and non-alcoholic beverages suitable for a family-friendly outdoor event.
3. Ensure all staff are appropriately trained in alcohol service and age-verification procedures ie operating Challenge 25.
4. Hold all relevant legal permissions (see application requirements).
5. Adhere to all applicable health and safety, and alcohol licensing laws.
6. Provide all bar infrastructure (marquee, counter, refrigeration, security of stock, barriers if required).
7. Manage all waste and recycling generated by the bar.
8. Ensure bar operations remain professional, efficient, safe, and customer-focused throughout the event.

Application Requirements

Applicants must:

9. Provide evidence of experience in providing bar services at outdoor or similar-scale events.
10. Provide proposed drinks menu, pricing, bar frontage size, layout plan, and power needs.
11. Provide evidence of Public Liability Insurance (minimum £2 million).
12. Submit a Risk Assessment, including fire safety, manual handling, electrical safety, emergency procedures and a Responsible Alcohol Service Plan, covering age verification, refusal procedures, intoxication prevention, staff training, and incident reporting.
13. Submit details of any Personal Licence holders on site.
14. Sign the Alcohol Premises Licence, which must be signed at least 1 month prior to the Event in the presence of the Designated Premises Supervisor (Town Clerk). Please arrange and appointment with the office. E:towncouncil@diss.gov.uk T: 01379 643848.
15. Supply details of the on-site team, qualifications, and the nominated Designated Premises Supervisor (if relevant).
16. Submit a Waste Management & Environmental Plan.
17. Read, sign, and return the Council's Standard Event Terms & Conditions.

Selection Criteria

Proposals will be evaluated based on the following:

18. Compliance with all licensing, operational, safety, and environmental requirements.
19. Experience and track record in delivering similar services.
20. Quality, suitability, and value of proposed beverages.
21. Clarity and fairness of pricing to the public.
22. Commitment to sustainability and waste management.
23. References from previous clients.
24. Creativity and ability to incorporate the Carnival theme into bar décor and/or speciality drinks sold.

Fees

25. The pitch fee of £350 is payable to Diss Town Council upon acceptance of your tender.
26. Voluntary Donation – an additional contribution from profits to Carnival fundraising is always appreciated to support future community events.

Key Dates

- **Tender Release Date:** Thursday 12th February 2026
- **Submission Deadline:** Friday 6th March 2026
- **Selection Notification:** w/c 23rd March 2026

Declaration

I have read and understood the requirements of this tender and confirm that all information supplied is accurate. I agree to comply fully with all legal obligations and with the instructions of Diss Town Council. I understand that a binding agreement only arises upon written confirmation of acceptance by Diss Carnival.

Signed: _____

Name: _____

Dated: _____