



Ramsgate Town Council

Invitation to Tender

New Year's Eve Event Delivery (Year: 2026)

1. Introduction

Ramsgate Town Council invites proposals for the delivery of a New Year's Eve event, with a budget of up to £10,000 inclusive of VAT.

The Council is seeking creative, family-friendly proposals that provide a high-quality experience for residents and visitors.

2. Event Objectives

Proposals must:

- Provide a family-friendly activity or event in and around the town centre
- Be suitable for delivery on 31 December (timing flexible – not required at midnight)
- Be robust to winter weather conditions
- Contribute to:
 - Town centre footfall
 - Community engagement
 - Positive reputation of Ramsgate

3. Scope of Services

The appointed provider will be responsible for:

- Event design and delivery
- Event application submission to Thanet District Council if the event takes place on their land.
- The event would need to be registered on the TDC Apply4 app at least 14 weeks before 31 December.
- Health & safety compliance
- Risk assessments and event management plans
- Licensing, where required
- Insurance (minimum £5 million public liability)
- Coordination with Council officers

4. Budget

- Maximum available budget: £10,000 (inclusive of VAT)
- Proposals must include a full cost breakdown

5. Submission Requirements

Applicants must provide:

- Organisation details and relevant experience
- Proposed event concept and format
- Delivery plan (including timetable and location)
- Risk management approach

- Budget breakdown
- Evidence of insurance
- References (where available)

6. Evaluation Criteria

Proposals will be evaluated against:

- Quality and creativity (30%)
- Deliverability and experience (25%)
- Safety and risk management (20%)
- Value for money (15%)
- Community benefit (10%)

7. Submission Details

- Deadline: Wednesday 5 August 2026, 5pm
- Submissions to: town.promoter@ramsgatetowncouncil.gov.uk
- Subject line: *NYE Event Tender Submission*
- Submissions should be no more than three sheets of A4

8. Conditions

- The Council is not obliged to accept the lowest or any submission
- Any attempt to influence councillors or officers outside this process may result in disqualification
- The Council reserves the right to cancel or amend the process

9. Timeline

- Tender issued: Friday 17 July 2026
- Submission deadline: Wednesday 5 August 2026, 5pm
- Evaluation of submissions by officers and the Chair/Vice-Chair of the Town Promotion Committee: Thursday 6 August 2026
- Report issued to Councillors: Friday 7 August 2026
- Town Promotion Committee reporting: Wednesday 12 August 2026
- Successful provider notified: Thursday 13 August 2026

10. Contact

Please direct all enquiries to:

Town Centre & Tourism Manager

Ramsgate Town Council

Email: town.promoter@ramsgatetowncouncil.gov.uk