

TONBRIDGE CASTLE DECEMBER EVENT**QUOTE RETURN FORM**

Contact details of person submitting the quote:	
Name of Company / Organisation	
Primary Contact for this Quote	
Position held	
Phone number #1	
Phone number #2	
Email address	
Web address	

Your Company / Organisation – please give details of:	
Company / organisation Overview	
Company accounts for last two years	
Companies House number	
Registered office address	
Directors / Principle Officers	

Experience of running events – please supply details of:	Attached
At least two events that you have organised	
The name and contact details of 2 referees for whom those submitting quotes is carrying out or has carried out an event.	
Experience of on-site management during a live event including:	
Managing security during an event	
Marketing to publicise events and media channels that are used	
Environmental sustainability initiatives	
Evidence of compliance with Health and Safety	
Evidence of public liability cover	

Proposal for event to take place at Tonbridge Castle during December

Name of Event
Summary of the proposed event
Time period for event (number of days) and timings when open to the public
Dates:
Opening Times:
Time period for setting up / production build and derigging / clearing site
Dates:
Times:
Areas required e.g., Castle Lawn, Council Chamber, Front of Castle, Car Parks-etc. (Please provide a site plan).
Summary of key activities including Bars, Food Venders, General Traders etc.
Outline Event plan to be submitted including all aspects of the event ¹
(Please attach)
Previous Event plans to be provided for scrutiny.
(Please attach)
Target profile of people attending event

Details of financial offer to Tonbridge & Malling Borough Council (TMBC)
Event Business Plan (please attach)
Marketing Plan (Please attach)
Total Payment to TMBC with payment details ² - see event charges policy on website

¹ Final Event Management Plan and supporting document to be completed and sent to TMBC at least 8 weeks prior to the event.

² Please be aware that in addition to a hire fee the Council will require a deposit of £3,000.00 to cover any repair costs after the event.