



## **Somerset House Trust**

### **Summer Series Bars Tender 2024**

#### **Pre-Qualification Questionnaire**

Welcome to the Bars Supplier Tender for Summer Series at Somerset House in 2024.

Somerset House Summer Series with American Express returns in July 2024 with eleven nights of unmissable gigs in the intimate and immersive setting of our spectacular courtyard. A staple summer experience, the series presents a trailblazing line-up of breakthrough music artists and established acts from across the globe.

#### **BAR AND FOOD SUPPLIERS AT SUMMER SERIES WITH AMERICAN EXPRESS**

Somerset House Trust is looking to appoint a bar operator and food traders to operate at Summer Series with American Express 2024. Services will include the supply of infrastructure, staffing and operation of bar and food services. We are open to tenders that are just for bars, just for food, and to provide both. If you would like to tender for food instead of, or as well as, bars, please look at the food tender [here](#)

We are looking for operators who align with our brand and values, and always looking to exceed audience expectations. We work in partnership with suppliers and expect them to deliver a consistent and high level of service throughout the event and during the build and break period. The bar operator must be prepared to work with any drinks sponsors and headline sponsors secured by Somerset House, which would all expect exclusivity within their category and branding rights. For 2024 the primary drinks sponsor is San Miguel and headline sponsor is American Express, and all bars must accept AMEX. The bar operator may suggest additional drinks sponsors and Somerset House can share required sponsorship fees across different categories. It is also worth noting that our onsite café Watch House will be operational during Summer Series as the 'Enhanced Bar'. This is just accessible to the up to 250 people who have purchased an upgrade on their gig ticket.

#### **APPLICATIONS**

In this initial stage of the application process we are seeking an overview of your company's previous experience. The information requested should mainly comprise of existing documents and policies.

Once we have shortlisted candidates, the next stage will be a request more detailed exploration of your proposal for Summer Series specifically. However, it is important to note that such detailed information is not expected at the current stage of the application process.

More details on application process are included later in this document.

Pre-Qualification Questionnaire

**EVENT DETAILS**

Build: 05 - 10 July 2024 (Bar build day TBC)

Live: 11 - 21 July 2024 (with average doors time being 7.30pm, curfew 10.30pm)

Break: 22 July 2024

Total Event Capacity: 4,000 (3,500 GA tickets and 500 guests and VIPS)

**EVENT BARS**

**Main bars – courtyard**

- Outdoor space
- Bar infrastructure has historically been two pairs of container bars over two 13.5m x 5m plots. There is some scope to change this, but the bar infrastructure cannot reduce overall audience capacity and must be agreed with Somerset House Production Manager
- There is very limited storage onsite, so please consider this within your footprint
- Must include a lowered counter for accessibility
- Water and power available - subject to final spec & location
- Any structures need to be functional but sensitive to the surroundings and the beauty of the building. They should also consider the vibrant nature of the event
- Sponsored by San Miguel, so some branding, provided by sponsor, will need to be present on bars

**VIP bar – River Terrace**

- Outdoor space
- 400 audience potential per night
- One 6m x 5m area for bar infrastructure
- Somerset House's sponsors to provide bar branding and additional seating and dressing
- Power provided by Somerset House FOC
- VIP bar is for venue, promoter and artist guests from 19:30 - 01:00 each night
- From 22:30 - 01:00 the VIP bar hosts an afterparty with a DJ for VIPs and guestlist

**Food Vendors (optional)**

- Please see separate [Food tender](#), please feel free to submit an application for both

## Pre-Qualification Questionnaire

### **ABOUT SOMERSET HOUSE**

As the home of cultural innovators, Somerset House connects creativity and the arts with wider society. It brings worlds and minds together to intensify creativity and multiply opportunity, driving artistic and social innovation at once.

The platform for its work is a neoclassical building at the heart of London with a long history of influence, ideas and counter-perspective. It has always been open to the world, and this spirit of constant curiosity remains at its heart. Today, as host to the UK's largest creative community working globally across art, technology, business, and social enterprise, it continually draws in fresh ideas and new talent. It enables surprising alliances, convergences, and chance encounters, which move people and disciplines outside of themselves. This constant sideways take is also felt in its public programming which brings subjects and methods together in experimental forms. It celebrates differences and apparent incompatibilities with surprising, often magical results. Somerset House's most iconic experiences, staged in its courtyard, cannot be created elsewhere. They mix the unusual, the transgressive and the joyful in the most original and memorable ways.

Somerset House pursues a spirit of 'Step Inside, Think Outside' for everyone, regardless of age, stage or background. It is a place to escape the comfort zone in the safest way. It freshens minds, eyes and the world at large. Its energy is unending - intensifying creativity, multiplying opportunity, driving artistic and social innovation, sometimes personal transformation, all at once.

### **WHO WE ARE LOOKING FOR**

Somerset House, a Grade I listed building renowned for its vibrant program, is seeking bar suppliers who align with our values and requirements.

#### **Experience and Capability:**

- Suppliers should demonstrate extensive experience in delivering food and/or beverage services in high-pressure outdoor environments, showcasing a proven ability to work efficiently within tight deadlines.
- Adherence to strict guidelines regarding operations in Grade I listed spaces is essential.

#### **Commitment to Values:**

- A supplier's dedication to diversity, inclusion, anti-racism, and sustainability is crucial.
- We are particularly interested in suppliers actively learning and responding to these values, striving to set industry best practices.

#### **Sustainability Focus:**

- Suppliers that place paramount importance on sustainability and environmental care in throughout their operation.

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**Living Wage Commitment:**

Somerset House is a proud accredited London Living Wage employer, ensuring fair wages for all staff and sub-contractors.

- We expect suppliers to be, at a minimum, Living Wage employers, or actively progressing towards becoming London Living Wage payers if not already.

We invite suppliers to apply who share our values, possess the required expertise, and are committed to sustainability and fair employment practices to apply and contribute to the success of Somerset House's dynamic environment.

**ABOUT THE TENDER PROCESS**

These instructions are designed to ensure that all applicants are given an equal opportunity throughout this process. It is important that you provide all the information that has been asked for in the format specified.

***Submission of Pre-Qualification Questionnaire***

Applicants are required to complete the Pre-Qualification Questionnaire in full as part of their submission. Additional documents, appendices and images are permitted. Applications must be sent in one submission and additions or changes will not be accepted. At this stage we are looking to gain an understanding of a company's experience and to check they have the documentation we require, rather than a specific proposal for Summer Series.

Applications will be accepted in the following file types only:

- All Microsoft Office file formats (or equivalent, though must be capable of being read by MS Office programs)
- PDF files
- JPEG images
- ZIP files containing the above

Applications must be submitted via the form [Here](#)

Please email any questions to [production@somerset-house.org.uk](mailto:production@somerset-house.org.uk)

All applications must be received by 16:00 on Monday 19 Feb 2024

Successful applicants will then be invited to interview to present their specific approach to Summer Series including their financial proposal. We will provide more detailed information on the event as this stage to help shortlisted candidates with their proposals.

Please note that any applications not returned by the deadline and/ or in the format requested may not be considered.

Pre-Qualification Questionnaire

***Timeline***

<b>Stage</b>	<b>Date</b>
Expression of interest opens	22 Jan 2024
Deadline for submission of Pre-Qualification Questionnaire	19 Feb 2024 at 16:00
Shortlisting	w/c 19 Feb 2024
Interviews	w/c 18 March 2024
Final appointment confirmed	w/c 01 April 2024

***Criteria***

Section 1 (Company Details), and Section 6 (References) will be pass or fail.

Responses for all other sections will be weighted as follows:

<b>Section</b>	<b>Weighting</b>
Health & Safety	20%
Diversity, Inclusion & Anti-Racism	20%
Sustainability	20%
Event Experience	40%
<b>Total</b>	<b>100%</b>