



## **Colne Town Council**

### **Colne Town Council Events Children's fun fair rides & inflatables**

**Invitation to bid for the right to the funfair attraction space at Colne  
Town Council Events (excluding Blues Festival & Colne Gala)**

**OPEN FOR BIDS UNTIL  
[INSERT DATE] AT 4PM**

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## 1. Introduction to the events

Colne Town Council run several events throughout the year to increase the footfall of people coming to Colne, we run events in the Town Centre as well as in Alkincoates Park.

The DRAFT dates for Colne Town Council events which we have children's rides AND/OR inflatables are as followed:

### **Easter in Colne – Saturday, 4<sup>th</sup> April 2026 (11am – 4pm)**

Easter is our first event of the year and is held in the Town Centre. The event will consist of a number of free activities throughout the Town Centre (e.g Easter Trail, , a Easter Market as well as live music.

See previous Easter Events >>> <https://youtu.be/B-W3T1MEu2Y>

### **Family Fun Day – Sunday, 26<sup>th</sup> July 2026 (11am – 4pm)**

The Family Fun Day is one of our newer events and is held in Alkincoates Park. The event consists of stage entertainment, free family activities (e.g donkey rides, face painting, inflatable games, crazy golf), walkabout characters, a market and so much more.

This event we have more space to work with so we can look at allowing more space for fairground rides and inflatables. However, the land which the event is held can become boggy due to drainage issues so we cannot allow big rides (unless agreed with the Town Council).

See previous events >>> <https://www.facebook.com/reel/792538059952437>

### **Hallowe'en in Colne – Saturday, 25<sup>th</sup> October 2026 (11am – 4pm)**

The Halloween event is a much loved event in Colne and is held in the Town Centre. The event will consist of a Halloween Market, free family activities (e.g face painting, Halloween themed workshops, town trail), walkabout characters and stage entertainment.

### **Colne Christmas Light Switch On – Saturday, 28<sup>th</sup> November 2026 (11am – 7pm)**

The Christmas Light Switch On is one of our bigger events, it is probably the biggest Switch On event in East Lancashire. The event will consist of a variety of stage entertainment (including headline act), firework display, free family activities (e.g Santa's Grotto, festive trail, donkey rides, face painting), a Christmas Market, a torch lit procession and so much more.

See previous events >>> <https://colnetowncouncil.org.uk/calendar-2/christmas-in-colne/>

The Town Council has built up a fantastic reputation of the events we deliver, to see how our events are run/how successful they are please check out our social media at Colne Town Council Events or the website at [www.colnetowncouncil.org.uk/events](http://www.colnetowncouncil.org.uk/events).

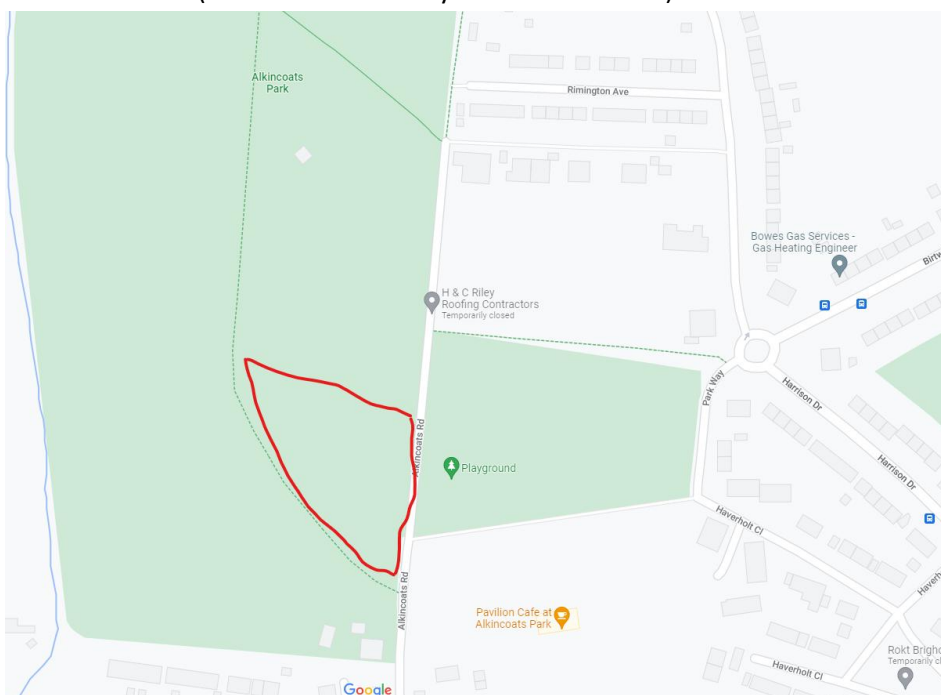
## 2. Locations of funfair space

### Town Centre events

The space for fun fair rides or inflatables at the Town Centre events is based on Hartley Square, depending on the event, the Event Officer will discuss what space is available.

### Alkincoates events

The space for fun fair rides or inflatables at any events in Alkincoates is spread on the lower section of Alkincoates main field (red outline on below map). Please note there is a drainage issue on Alkincoates meaning we cannot have any lorries parked on the grassed area and rides will need be pulled onto the grass with a smaller vehicle. (unless authorised by the Town Council)



## 3. Trading Information

### Electricity

Access to electricity is not provided - Silent running generators must be used with appropriate fencing for public safety.

### First Aid

We have a full first aid team on site for each event.

### Road Closure

For the Town Centre events, we typically have a road closure from the junction of Windy Bank / Market Street down to the traffic lights on Market Street. This tends to be from 5am until 10pm of the event day.

The Christmas event, we close the road the day before to allow time for the event team to build the event infrastructure.

The Family Fun Day, we have access to the park from Saturday morning to build the event.

## **Toilets**

Toilets are only available 9am until 4pm at Colne Market and Colne Library. Most events, we bring additional portable toilets in.

## **Break down**

The events finish at 4pm (7pm for Christmas) at this point you will be able to carefully start packing away, once all pedestrians are out of the event area you can then begin to pull off site with your rides.

## **Health and Safety**

The Event Manager from Colne Town Council will be Event Officer whose decision on any Health and Safety related matter will be final.

## **Power leads**

It is important that all power leads are in good condition, hold a valid PAT test and if laid on the ground, are suitably covered, to avoid slips and trips.

## **Fire Safety**

Whilst onsite you must have appropriate fire prevention – the correct type of fire extinguisher or fire blanket.

**We are passionate about keeping Colne clean,  
so please do keep your area tidy and presentable.**

## **Principal contacts at the event will be**

***Events Officer – 07401 786056***

***Town Clerk – 07483 304666***

## **4. Bidding Information**

### **4.1 General Terms**

- 4.1.1 The decision to allocate the fun fair pitch is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.
- 4.1.2 In bidding for the space, any bidder should note that as part of the process there will be specific information requested, that if not provided, will automatically lead to disqualification in this Bidding process regardless of the bid price submitted.
- 4.1.3 All costs relating to site visits undertaken by the bidder in support of this Tender submission are for the account of the Tenderer only.
- 4.1.4 Should for any unforeseen reason the event be cancelled, Colne Town Council will refund any payments in advance made in full and final settlement and are not liable for any costs however so incurred by the bidder in the event of cancellation.

- 4.1.5 There is no restriction on product lines at these event
- 4.1.6 Any entries not received by [INSERT DATE] at 4pm will not be considered
- 4.1.7 All rides/equipment listed on the bidding form must be owned by the tenderer, we do not allow any subletting of the space.
- 4.1.8 The successful bidder will be awarded a contract for exclusivity rights for fairground rides, fairground stalls, fairground catering (burgers, hot dogs, candy floss, donuts etc) & light up toys.

## **4.2 Selection of winning Tender**

- 4.2.1 The contract will be awarded on consideration of several factors including but not limited to price you will pay, ride availability, service, and price per ride.
- 4.2.2 The contract will be awarded for a 5 year period, and the Town Council will have the option to extend for a further 3 years at their discretion.

<b>Company Name:</b>		
<b>Contact Name(s):</b>		
<b>Email:</b>		
<b>Contact number:</b>		
<b>Address:</b>		
<b>Post Code:</b>		
<b>Website:</b>		
<b>Social Media</b> (Facebook, X, Instagram etc.)		
<b>Bid per event</b> (please state if the bid is per event or per ride)	<b>Event</b>	<b>Bid (£)</b>
	Easter in Colne	
	Family Fun Day	
	Hallowe'en in Colne	
	Christmas in Colne	
<b>What rides/equipment do you have?</b> (Only state what you own, you cannot sublet out to other operators)		
<b>How much will you charge per ride?</b> (In numerical figures and words)		

## 5. Quotation Form

If I am successful in my bid then I agree to ensure payment is made for each event no later than 2 weeks prior to the event, failing to do so could result in the agreement being cancelled.

**Signed:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_