

Overview

Groundwork CLM acting as the accountable body for several Business Improvement Districts (BID) across the Northwest are looking for a reputable business to support delivery of various audio-visual related requirements for our town centre events & festivals during 2026.

Each BID operates their own calendar of events, with many now becoming staples in their respective towns. Most events are free to attend and deliver an enhanced experience for consumers and visitors.

Brief

To ensure that every event is delivered to the highest standards, we require an event specialist AV company who are friendly, approachable, proactive and adaptable to work with each BID area, the BID Project Manager, their key stakeholders and levy payers. The appointed event AV supplier will be working with Groundwork CLM to ensure that every event is delivered in accordance with the following requirements:

- The equipment delivered meets the requirements of the event.
- All equipment is safe, operational, compliant and maintained to the highest standards.
- All equipment is adequate for the purposes of the event based on the brief and any additional information shared prior to the event.
- There is a designated senior point of contact from the supplier available to be on call during each event.
- There is the correct level of staff on site to ensure each event operates smoothly.
- Clear and precise communication is maintained with the event management team throughout the event.
- Full and detailed incident log for any/ all faults and/or delays linked to the performance/ AV equipment.
- Post event de-brief to be completed by the AV company with the project manager and/ or event manager for each event.

Each town centre has different requirements, and the breakdown below is a summary of each project's requirements. Specifications may be subject to change based on the requirements of the event. Any changes will be communicated on a case-by-case basis.

Submission Requirements

As part of the RFQ, we are requesting that suppliers provide a quote for 5 key events. The quotes should be **separate** and please include any recommendations or alterations you feel would best suit the requirements of the event.

Should you wish to discuss each of the events in more detail, or arrange a site visit of the different locations, please contact Jon.houghton@groundwork.org.uk

Further to this, we require a basic 2 speaker PA package rate to suit the requirements of our industrial BIDs, alongside a day-rate cost for technical support for board meetings and Annual General Meetings.

Event specifics can be found in Appendix A.

Expected response:

- Northwich Pina Colada Festival Quotation
- Wilmslow Live Quotation
- Warrington Food Festival Quotation
- Burnley Believes Quotation
- Crewe Pride Quotation
- 2 Speaker PA Package Quotation

Supplier Minimum standards

To ensure that every event is delivered to the highest standards, we require an event specialist AV company who are friendly, approachable, proactive and adaptable to work with each event/ area.

The appointed AV supplier will work in partnership with Groundwork CLM to ensure that every event is delivered safely and professionally and will be expected to meet the following minimum standards:

- Public Liability Insurance of £10m
- Staff in smart branded uniform
- All equipment PAT tested and certificates available upon request
- A single point of contact/ account manager across all events.

Appendix A



Northwich Pina Colada Festival

Overview

Northwich's Pina Colada Festival is set for its busiest year yet. This is a free event put on by Northwich BID and has become the staple event for the town centre, with footfall figures showing anywhere from 6-8k attending the event. This event is in the public realm, and as such all plans are subject to review from Cheshire West and Chester Council's safety advisory group.

The event is live from 12noon – 18:00

Given the complexities of operating on the public realm, all rig and de-rig must take place on the same day. Access to rig is from 06:00, and de-rig from 18:30.

Site plans from 2025 can be provided upon request.

Date

22nd August 2026

Specifications

Main stage:

- Trailer stage (or similar structure) minimum of 6m x 6m performance space with a roof height of 5.1m with stairway USL & USR.
- Flown line array/ point source system suitable for the requirements of the event.
- Suitable lighting package
- Banner wings
- LED Video wall (minimum 3m x 3m)
- Generator to suit
- Confetti cannons (x4)
- 4x2m catwalk attached to the front of stage.

- A base level of backline, microphones, monitors etc to accommodate for a mixture of acoustic performers, steel drummers, DJs and a headline band.
- Audio and lighting engineers
- Stage manager

Secondary stage:

- 3x4m truss stage structure (or similar)
- 2 Speaker PA
- Basic backline to accommodate acoustic acts, vocalists and steel drummers.
- Technician to operate.
- Power supplied by business adjacent to the stage.



Wilmslow Live

Overview

Wilmslow's flagship summer event is a free to attend event in the heart of Wilmslow Town centre promising a day of live music, community spirit and festival vibes. This event runs from 12noon – 18:00. Rigging available from 06:00 and de-rig from 18:00. This event is on the public realm and is subject to review from Cheshire East Council's safety advisory group.

Date

6th June 2026

Specifications

Main stage

- Trailer stage (or similar structure) minimum of 6m x 6m performance space with a roof height of 5.1m with stairway USL & USR.
- PA system to suit (attendance of 1000 people at any one time)
- PA wings to accommodate mesh banners
- Backline to support a mixture of community choirs, acoustic acts and bands.
- Tech area including adequate shelter.
- Generator to suit
- Power distribution as required.
- 1x technician 1x runner / general crew.

Buskers PA

- Small PA (2x 15" tops)
- 2x microphones, DI box and relevant cabling.
- Technician to operate



Warrington Food and Drink Festival

Overview

Following the success of Warrington's first food and drink festival in 2025, this festival is back for 2026. This event saw an incredible attendance from the public, located in Bank Park, Warrington - this event demonstrated a great collaboration between Warrington BID and key stakeholders Warrington Borough Council and Culture Warrington.

All audio/ visual crew for this event are provided by Culture Warrington.

This event will take place over 2 days. This event is hosted on Warrington Borough Council's Bank Park. This site has multiple utilities buried across the site, so any/all ground stakes would need to be surveyed with suitable equipment prior to installation. Site maps of all utilities will be provided upon request from Culture Warrington.

Date

16th – 17th May 2026

Location

Bank Park, Warrington Town Hall, Sankey Street, Warrington. WA1 1UH.

([///joke.stuck.dots](http://joke.stuck.dots))

Specifications

- 2x 65" displays on unicol stands, HDMI Splitter, Cannon 605 + tripod (Or similar) to provide a static shot live camera feed of the chef demonstrations.
- Generator to suit (minimum 20kva set)
- Power distribution as required.
- On call technician for generator.
- Potential refuels for generator (subject to size of generator)



DISCOVER BURNLEY BID 2



Burnley Christmas Light Switch-On

Overview

Carrying on from the success of Burnley's Christmas Light Switch-On in 2025, this festive event is a key event for 2026. A day packed full of community spirit and unforgettable experiences in the heart of Burnley town centre.

The main stage will showcase incredible talent from the town, featuring performances from local music acts, dance schools, Burnley performing Arts College, Burnley Panto, Burnley Youth Theatre, Choirs and more.

This event is in the public realm and highway, and as such all plans are subject to review from Burnley Borough Council's safety advisory group. There will be a road closure in place during the open hours of the event however all rig and de-rig must take place on the same day. Access to rig is from 06:00 – 9:00, and de-rig from 18:30.

Date

28th November 2026 – stage timings approximately 12:00 – 18:00 (to be finalised)

Location

Burnley town centre – the stage located on St James's Street – Town Square in front of McDonalds

Specifications

- Trailer stage (or similar structure) minimum of 6m x 6m performance space with a roof height of 5.1m with stairway USL & USR.
- PA system to suit (estimated attendance of 3000 people at any one time)
- PA wings to accommodate mesh banners
- Backline to support a mixture of community choirs, acoustic acts and bands. (minimum of 6 headset mics, 2 wireless mics)
- Tech area including adequate shelter.
- Power distribution as required
- 1x technician 1x runner / general crew



DISCOVER
CREWE



Crewe Pride

Overview

Crewe BID is proud to continue its partnership with Crewe Pride for 2026. This year's event will once again celebrate diversity, champion inclusion, and showcase the incredible pride and solidarity across our town. Together, we aim to strengthen and support the LGBTQ+ community in and around Crewe, creating a welcoming, safe, and vibrant space for all.

This event sees brilliant footfall across the town centre, with the main stage being located at Lyceum Square for 2026. The main stage will show a great selection of both local and national artists, community groups and more.

Date

13th June 2026 – proposed 11:30–19:00, Lyceum Square hub with parade 11:30–12:00 and stage 12:00–19:00. All rig and de-rig must take place on the same day. Access times to be confirmed. Derig to be completed immediately after the event.

Location

Lyceum Square, Crewe.
(W3W : ///newly.having.sadly)

Specifications

- Trailer stage (or similar structure) minimum of 6m x 6m performance space with a roof height of 5.1m with stairway USL & USR.
- PA system to suit (estimated attendance of up-to 2000 people at any one time)
- PA wings to accommodate mesh banners
- Backline to support a mixture of community choirs, acoustic acts and bands. (minimum of 6 headset mics, 2 wireless mics)
- Tech area including adequate shelter.
- Generator to suit
- Power distribution as required.
- Stage lighting as required
- 1x technician 1x runner / general crew.



Industrial BIDs

Overview

As part of our annual calendar of events, some of our industrial BIDs each host a BID pub quiz. These events are always well attended by our industrial BID members and is part of an annual networking night for the projects.

These events are hosted within a suitable venue closely located to the project. Some dates are still TBC, however the requirement spec for each event is expected to be the same.

Date(s)

Winsford BID – TBC

West Chester- TBC

Gadbrook – 19th March

Location(s)

Winsford BID- Vale Royal Abbey

Gadbrook BID – Vale Royal Abbey

West Chester – TBC

Specifications

- Minimum of 2 speaker PA
- 1x Wireless microphone
- Audio input for laptop
- Delivery, installation & collection.