



Crewe Artisan Market Tender Opportunity.

Crewe Town Council invites interested artisan market operators to submit an application to deliver and manage an outdoor Artisan Market within Crewe Town Centre.

Applicants will be asked to answer the following questions, with each question weighted.

- Your previous experience of delivering and managing monthly outdoor artisan markets – 25%
- Variety and quality of offering (this will also relate to the level/standard of traders and products available) – 35%
- Please provide details of how much you charge traders, including what's provided – 25%
- Knowledge and experience to complete the required health and safety documentation and Health and safety management during the event – 15%

Each question will be scored between 0 and 5 using the below methodology:

0	Question not answered
1	Minimal Answer
2	Partial Answer
3	Mostly Answered
4	Fully Answered
5	Fully Answered with examples

Background.

Feedback from the Crewe community has highlighted a desire for high quality outdoor specialist markets within Crewe Town Centre as part of a wider programme of community events.

In September 2022, Crewe Town Council piloted a one day artisan market within Crewe Town Centre. The market attracted a high footfall into the town with feedback from both traders and the Crewe community positive.

Crewe Town Council is therefore seeking to commission a suitably experienced, skilled and qualified market operator to deliver and manage all aspects of a monthly outdoor artisan market within

Crewe Town Centre. The market will operate from March 2023 – December 2023, with potential to extend into 2024.

The Artisan Market will be held on the 3rd Saturday of each month, operating from 10am – 4pm.

Proposals from small and local organisations are particularly welcomed, especially those who champion and provide a platform for Cheshire and Staffordshire based independent artisan traders.

Requirements

We are seeking tender submissions from suitably experienced, skilled and qualified market operators to deliver and manage an outdoor Artisan Market within Crewe Town Centre.

We are looking for a market operator who can:

- Organise and manage all aspects of a monthly outdoor artisan market within Crewe Town Centre, from March 2023 – December 2023, 10am – 4pm.
- To Provide minimum of 65 high quality and varied artisan traders.
- To provide all required infrastructure, including market stalls, barriers and power supply etc
- To ensure health and safety and other statutory standards are met including the completion of all required health & safety paperwork including Risk Assessments, Event Management Plan, Cheshire East Council Event application and all required licenses.
- To submit application for road closures to Cheshire East Council in accordance with their policy and process, if required.
- To ensure appropriate first aid provision is in place covering the setup, event and breakdown.

Dates.

We are looking for a market operator who can deliver an artisan market on the following dates:

18th March 2023

15th April 2023

20th May 2023

17th June 2023

15th July 2023

19th August 2023

16th September 2023

21st October 2023

18th November 2023

16th December 2023

Location

The artisan market will be positioned within Crewe Town Centre in Market Square. There is potential as the market develops and grows to also use space within Market Street and Lyceum Square.

Restrictions

All traders must be onsite and vehicles removed from the town centre pedestrian area by 10am with vehicle movement restricted onsite until 4pm.

The Tender Process

To apply for this opportunity please download and complete an application form (application forms can be downloaded below).

All completed application forms should be returned to Crewe Town Council via email by 10am on Monday 16th January 2023 at support@crewetowncouncil.gov.uk . All emails should be headed Crewe Town Monthly Artisan Market opportunity (name of market operator).

If you have any questions or would like to arrange a conversation please contact events@CreweTownCouncil.gov.uk. (Due to the festive period any enquires received between 22nd December 2022 – 3rd January 2023 will be answered on the 4th January 2023).