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## 1. Background to the Festival

The award winning Bedford River Festival will return on **Saturday 23<sup>rd</sup> and Sunday 24<sup>th</sup> July 2022**. This will be the 21<sup>st</sup> biennial Bedford River Festival the first being held in 1978 to commemorate the opening of the river from Bedford to the Wash.

The 2018 festival saw record visitor numbers with over 250,000 spectators and participants on site over the weekend and we expect larger crowds in 2022 as the festival continues to build on previous successes with its colourful milieu of live entertainment, river events, funfair and fete with activities as diverse as raft races, fireworks, sports, arts and heritage villages.

Indeed, entertainment features strongly at the event with displays from local community groups in the arts and sporting worlds, to a multitude of professional acts.

The Bedford River Festival is free to the public and offers numerous opportunities to participate in, or just to relax and enjoy a vast array of activities and entertainment across a 105 acre site.

**The Sports Village is located next to the Butterfly Bridge (one of the main bridges on the River Ouse) and offers thousands of visitors the opportunity to take part in, watch, find out about and enjoy a massive range of sports, health and leisure opportunities.**

In 2018 the Sports Village had **38 different organisations with Marquees** offering a activities such as Kayaking, Table Tennis, Golf, Rugby, Martial Arts, Fitness, Free-running, Dancing, Cycling, Basketball and Hockey. There was a **Sports Arena** which had 24 x half hour come and try it sessions and a **Sports Stage** with 42 x 10 minutes sports, dance and physical activity demonstrations.



## 2. Your application for the Sports Village

This pack contains all the information necessary to enable you to submit an application for a space in the Sports Village at the Bedford River Festival 2022.

Please read the information carefully before completing your application.

Please refer to the information regarding deadlines as it is likely (as in 2018) that the Sports Village will be very popular

Your application should be returned to:

[amy.stevens@bedford.gov.uk](mailto:amy.stevens@bedford.gov.uk)

(01234) 718827

Or easier fill out the online expression of interest form:

[https://bedford-self.achieveservice.com/service/Bedford River Festival Sports Village](https://bedford-self.achieveservice.com/service/Bedford_River_Festival_Sports_Village)



## 3. What to do next

- Please read all the enclosed information carefully
- Complete the [Sports Village application](#) form fully and ensure that it is signed. (Ensure that the contact name on the application form is that of the individual who will enter into a contract with Bedford Borough Council i.e. the person who signs the Contract/Terms & Conditions and who will personally be in attendance during the 2022 Bedford River Festival.)
- Ensure that the signed application form is returned with a copy of your [public liability insurance](#) and a [risk assessment](#) (these must be included with your application.)

### Note:

Please be aware that until we receive your signed application we cannot consider your request



## 4. How can I get involved?

### Stage:

A Large Covered Stage (plus music system) for displays of Dancing, Bodybuilding, Kick Boxing, Aerobics... anything that can fit on a stage. Time on the stage will be 10 minutes maximum (you may be offered more than one slot). Stage size 9 metres by 5 metres.

### Stalls / Marquees:

A number of covered Stalls and Marquees for you to 'show off' your club activities. You must have the Marquee for both Saturday and Sunday and must be staffed at all times. Each Marquee is 3 metres by 3 metres. (We do not provide power, display boards, tables or chairs.)

### Grassed area:

A large grassed area for demonstrations such as football, rugby, golf, Gymnastics, Martial Arts... There is the opportunity to bring your own marquee -please state how much space you would need including the guide ropes.

### Come and try it Arena:

A 10 metres by 12 metres grassy area where you will be able to run 30 minute come and try sessions. All equipment must be carried onsite (or kept in your marquees) no vehicle access during festival hours.

### Area of River:

An area of the River, called our 'Have a go' section - that can accommodate Dragon Boating, Rowing, Canoeing, Kayaking and Sailing.



## 5. Electricity and Generators

There is no electricity on site so generators will need to be used if you require electricity. Please be aware that you will need to provide the generator and they will need to be 'super silent'. In accordance with legislation any sockets must be blue C-form socket suitable for outside use. No standard indoor 13 amp, 3 pin sockets will be allowed.





## 6. Insurance

The Company/Organisation must have Public Liability Insurance for a minimum of **5 million pounds (£5,000,000) for any/each individual claim**. The insurance policy must be with a reputable company and a copy of the policy must be forwarded with your application. Bedford Borough Council will not insure any group or activity for the Festival.

## 7. Timings and access to site

### When can I access the site to set up my stand?

Access by car or on foot via Longholme Bridge can be made on

**Friday 22<sup>nd</sup> July** between 14:00 hrs – 20:00 hrs **or**

**Saturday 23<sup>rd</sup> July** between 07:00 hrs – 09.00 hrs

(please advise us on your application form of your ETA & on which day)

### When will the Sports Village be open to the public?

Saturday 23<sup>rd</sup> July, 11.00 hrs – 18.00 hrs

Sunday 24<sup>th</sup> July, 11.00 hrs – 17.00 hrs

### What time can I leave the site on Sunday 24<sup>th</sup> July?

Sunday 24<sup>th</sup> July, from 20:00 hrs (subject to security)

## 7. Prices

The Sports Village is based on Longholme Island and opens at slightly different times to the rest of the River Festival:

### Sports Village

Saturday 23<sup>rd</sup> July, 11.00 hrs – 18.00 hrs

Sunday 24<sup>th</sup> July, 11.00 hrs – 17.00 hrs

### Rest of River Festival

Saturday 23<sup>rd</sup> July, 10:00 hrs – 23:00 hrs

Sunday 24<sup>th</sup> July, 10:00 hrs – 20:00 hrs

As a result of shorter opening times the prices vary from the main River Festival pricing list:

Company / Organisation	Stage only (10 mins)*	Come & try it Arena (30 mins)	Marquee (3m x 3m) Sat & Sun	Marquee (3m x 6m) Sat & Sun	Marquee with activity area / access to water	Grassy area only
<b>A Rate</b>	£0	£10	£30	£60	£60	£30
<b>B Rate</b>	£20	£20	£150	£250	£250	£150

\* Stage – one performance each day

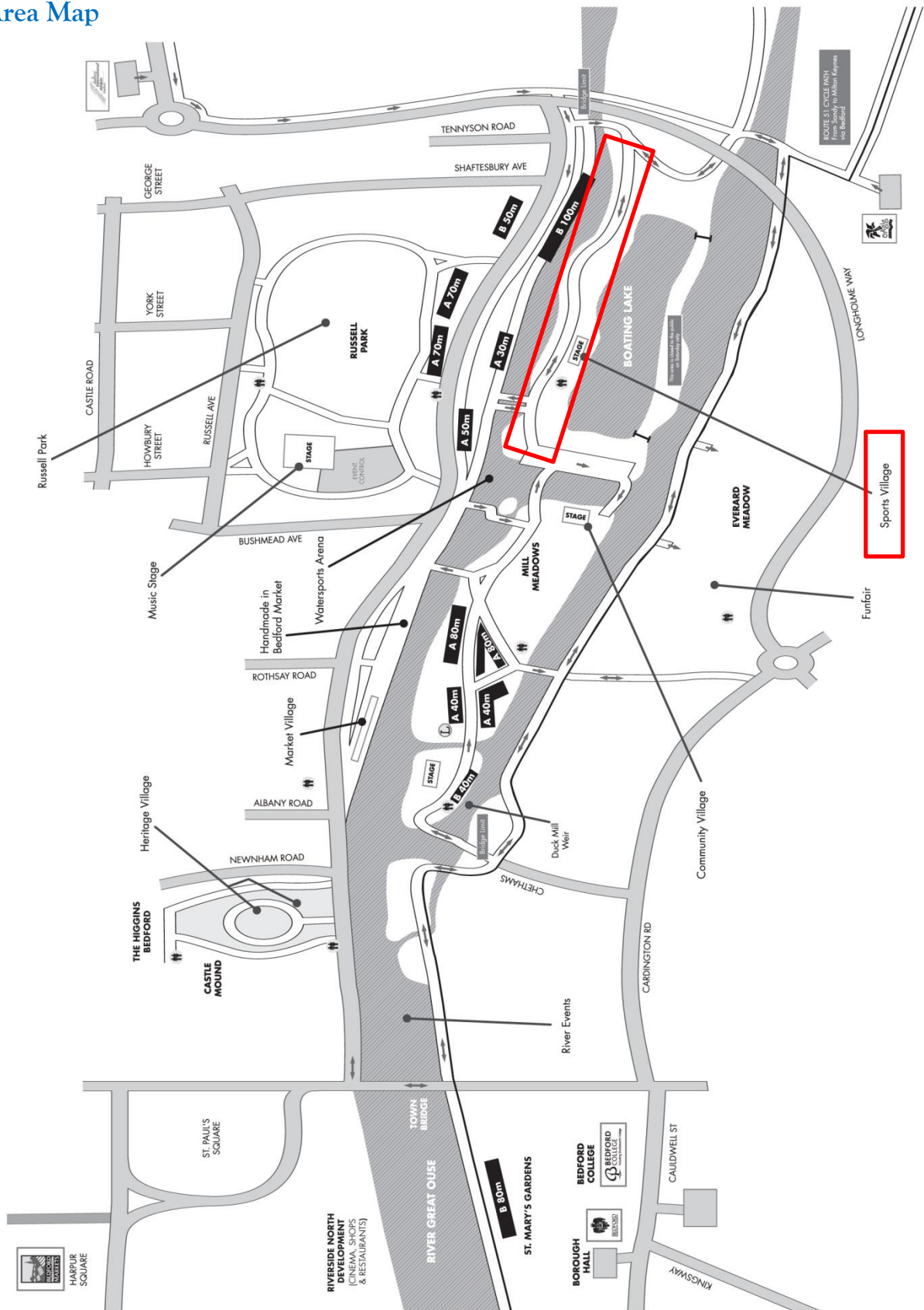
All Marquees and grassy area must be staffed both Saturday and Sunday (no one day activities will be allowed)

All prices will be subject to change and may vary if special circumstances prevail.

Rates	Descriptions
<b>A Rate</b>	Voluntary/Charity/Non-profit organisation Sports and Fitness organisation who donate their profits to a charity or do not make a profit at all / Selling tickets for an event but do not make a profit at the end of the financial year.
<b>B Rate</b>	Business Rate Sports and Fitness organisation taking a profit at the end of financial year / Established company.



## 9. Area Map



# Sports Village, River Festival 2022 - APPLICATION



**Watersports Arena**

- Canoe Polo
- Canoe Slalom
- 'Come & try it' Paddling Boarding
- Community Performances
- Local Bands
- In2Boats Rowing
- Big Screen
- Bedford BID

**Watersports Arena**

- Canoe Polo
- Canoe Slalom
- 'Come & try it' Paddling Boarding
- Community Performances
- Local Bands
- In2Boats Rowing
- Big Screen
- Bedford BID

**WW1 Heritage Village**

- Bedford in 1918 (top of mound)
- Children's Drill Display - 11.30am & 4.00pm
- German Army Display - 12.00pm & 2.30pm
- Royal Flying Corps Display - 1.00pm & 3.30pm
- British Soldier Display - 1.30pm & 2.00pm

**Watersports Arena**

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- Big Screen
- Bedford BID



The application is also available online:

<https://bedford-self.achieveservice.com/service/Bedford River Festival Sports Village>



## 10. Application Form –

### Contact information

Company name or Club / Organisation			
Name			
Address			
Phone number			
Mobile			
Email			
Website (company)		Please tick if you are happy for us to use this on our website	<input type="checkbox"/>
Facebook page		Please tick if you are happy for us to link our Facebook promotion to your page	<input type="checkbox"/>
Vehicle Registration number (for site access to unload)			

### How would you like to participate at the Sports Village?

#### Marquee

Please note we do not supply tables, chairs or any form of electricity for the Marquees.

- 3 metre x 3 metre    or     3metre x 6 metre  
 I will be bringing my own 'super silent' generator (risk assessment required)

With Grass Area: .....

Activity: ..... (risk assessment required)

#### Stage

Saturday:     Sunday:

The stage is 9 metres x 5 metres

Times of actual performance will be **10mins** with 5 mins for stage management between acts

#### Come and try it Arena

10 metres by 12 metres – on grass

You would like to run a ..... session (risk assessment required)

All equipment must be carried on to site (or kept in your marquees)

No access to vehicles during festival hours

#### Access to River

An area of the River, called our 'Have a go' section – that can accommodate Dragon Boating, Rowing, Canoeing, Kayaking and Sailing.

Please specify ..... (risk assessment required)





## Other ways to get involved in the River Festival:

Just visit: [www.riverfestival.bedford.gov.uk/](http://www.riverfestival.bedford.gov.uk/) and check out the 'Participants' pages to apply.

- Raft Race - Sunday 24<sup>th</sup> July 2022
- Dragon Boat Racing - Saturday 23<sup>rd</sup> July 2022
- Open Water Swim Race - Saturday 23<sup>rd</sup> July 2022

## Set up (only if planning to have a pitch)

To help us plan please notify us which day / time you are planning to access the site to set up your pitch

Friday 22<sup>nd</sup> July between 14:00hrs – 20:00hrs  Approx. time .....

Saturday 23<sup>rd</sup> July between 07:00 hrs – 09:00 hrs

## Cost (see page 4)

Rate A – Voluntary / Club / Non-profit making organisation

Rate B – Commercial / Trade

The total cost is: £

I have read and understood the enclosed Terms & Conditions and agree to abide by them if my application is successful. However, submission of this application form does not guarantee inclusion at the festival. Applications will be returned if all sections are not completed fully and appropriate paperwork has not been included

Signed	
Printed Name	
Date	
Company or Organisation name	

## Checklist –

**Step 1 Complete and sign the application form**, please ensure that all boxes are completed.

**Step 2** Enclose a copy of **Public Liability Insurance documentation for £5 million.**

**Step 3** Enclose a copy of your **Risk assessment** (if you would like a template please ask)

**Step 4** Send to Amy Stevens (see page 2)

**Step 5** Someone will contact you within 4 weeks of receiving this application to confirm availability, times slots and final cost.

<b>For Office use only</b>	
Date received application	
Pitch / demo slots allocated	
Public liability received	
Risk assessment received	
Sent date sent contract	

