

Sports Island 2024: *Application*

Contents

- | | |
|---|-------------------------------|
| 1. Background of the River Festival | 5. Electricity and Generators |
| 2. Your application for the Sports Island | 6. Insurance |
| 3. What to do next | 7. Times and access to site |
| 4. How do I get involved? | 8. Prices |
| | 9. Site Map |
| | 10. Application form |



1. Background to the Festival

The award winning Bedford River Festival will return on **Saturday 20th and Sunday 21st July 2024**.

This will be the 22nd biennial Bedford River Festival the first being held in 1978 to commemorate the opening of the river from Bedford to the Wash.

The 2022 festival saw record visitor numbers with over 250,000 spectators and participants on site over the weekend and we expect larger crowds in 2024 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, 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 Island 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 2022 the Sports Island 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.



Sports Island 2024: *Application*



2. Your application for the Sports Island

This pack contains all the information necessary to enable you to submit an application for a space in the Sports Island at the Bedford River Festival 2024.

Please read the information carefully before completing your application.

Please refer to the information regarding deadlines as it is likely (as in 2022) that the Sports Island will be very popular.

Your application should be returned to:

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_Island



3. What to do next

- Please read all the enclosed information carefully
- Complete the **Sports Island 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 2024 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:

The Council is not obliged to accept any or all applications submitted. Applications are judged and considered on the balance of trade, catering, charity, funfair and other rides, shows and attractions at the Festival. This is to ensure fairness, avoid duplication and create an interesting and varied festival for the public. Applications are not processed on a first come first served basis for the reasons outlined above, and all traders will be informed as soon as is practicable of their inclusion in the Festival.



Sports Island 2024: *Application*



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 10 metres by 6 metres.

Stalls / Marquees:

We will issue you with a 3 metre by 3 metre or 3 metre by 6 metre area. You will have to provide your own marquees/gazebos (these must be pegged down or have weights attached). We highly recommend you bring a 'covering' to protect you and your equipment/flyers from then elements.

Use this area to help you to 'show off' your club activities. You must have the area for both Saturday and Sunday and must be staffed at all times. Vehicles will not be able to arrive on site after 8am on Saturday and Sunday 8pm. (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... Please state how much space you would like (we will try and accommodate as much as possible). Also please state what activity you would like to provide. You must have the area for both Saturday and Sunday and must be staffed at all times.

Come and try it Arena:

A 10 metres by 8 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.

Sports Island 2024: Application



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. & Generators

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 19th July between 14:00 hrs – 20:00 hrs or

Saturday 20th July between 07:00 hrs – 08.00 hrs (vehicles can leave the site until 9:00 hrs)

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

When will the Sports Island be open to the public?

Saturday 20th July, 10.00 hrs – 18.00 hrs

Sunday 21st July, 10.00 hrs – 17.00 hrs

What time can I leave the site on Sunday 21st July?

Sunday 21st July, from 20:00 hrs (subject to security)

7. Prices

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

Sports Island

Saturday 20th July, 10.00 hrs – 18.00 hrs

Sunday 21st July, 10:00 hrs – 17.00 hrs

Rest of River Festival

Saturday 20th July, 10:00 hrs – 23:00 hrs

Sunday 21st 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) | Area (3m x 3m) Sat & Sun | Area (3m x 6m) Sat & Sun |
|------------------------|-----------------------|-------------------------------|--------------------------|--------------------------|
| A Rate | £0 | £10 | £30 | £60 |
| B Rate | £20 | £20 | £150 | £250 |

* 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 |
|--------|---|
| A Rate | 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 Rate | Business Rate. Sports and Fitness organisation taking a profit at the end of financial year / Established company. |

Sports Island 2024: *Application*



10. Application Form –

Contact information

Company name or
Club / Organisation

Name

Address

Phone number

Email

Website (company)

Please tick if you are happy for us to use this on our website

Facebook page

Please tick if you are happy for us to link our Facebook promotion to your page

Vehicle Registration number (for site access to unload)

How would you like to participate at the Sports Island?

Area on site

This area needs to be 'used' on Saturday and Sunday. We strongly recommend you bring a marquee or gazebo. (Please note we do not supply marquees, gazebo, tables, chairs or any form of electricity for the area.)

3 metre x 3 metre or 3 metre x 6 metre

I will be bringing my own 'super silent' generator (risk assessment required)

Extra Grass Area size:

Activity: _____ (risk assessment required)

Stage

Saturday Sunday

The stage is 9 metres x 5 metres. Times of actual performance will be 10 minutes with 5 minutes for stage management between acts

Come and try it Arena

Saturday Sunday

10 metres by 8 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)

Sports Island 2024: Application



Other ways to get involved in the River Festival:

Just visit: www.riverfestival.bedford.gov.uk and check out the 'Participants' pages to apply.

- Raft Race - Sunday 21st July 2024
- Dragon Boat Racing - Saturday 20th July 2024

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 19th July between 14:00hrs – 20:00hrs Approx. time

Saturday 20th July between 07:00 hrs – 08:00 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.

For Office use only

Date received application

Pitch / demo slots allocated

Public liability received

Risk assessment received

Sent date sent contract