



**EAST GRINSTEAD  
TOWN COUNCIL**

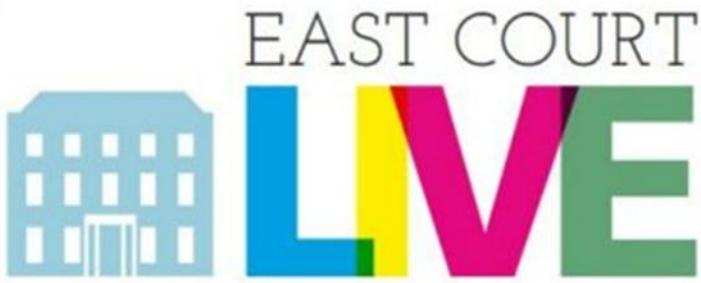
Tender opportunity – Provision of stage, sound equipment and technical support for East Court Live events.

**January 2026**

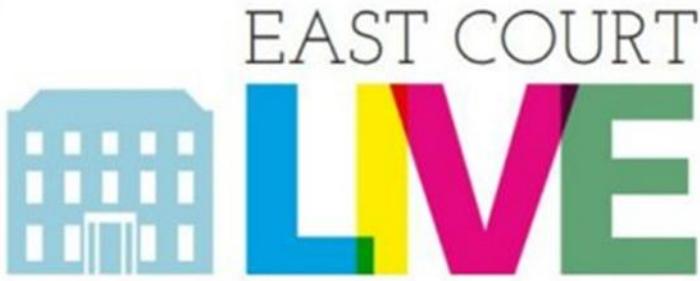
<b>Contact</b>	Alice Fletcher – Head of Community and Tourism
<b>Contact Details</b>	<a href="mailto:a.fletcher@eastgrinstead.gov.uk">a.fletcher@eastgrinstead.gov.uk</a> 01342 410 121 / 01342 323 636 East Grinstead Town Council East Court, College Lane East Grinstead West Sussex, RH19 3LT
<b>Closing Date</b>	18 <sup>th</sup> February 2026

<b>1. Introduction</b>	
1.1	Event: East Court Live
1.2	Location: East Court, College Lane, East Grinstead, RH19 3LT
1.3	Event Dates: First Sunday of June (7 <sup>th</sup> ), July (5 <sup>th</sup> ) and August (2 <sup>nd</sup> ) 2026
1.4	Event Time: 1pm – 5pm
1.5	East Court Live started in 2012 and is an annual community-focused outdoor live music event held three times each summer at East Court, East Grinstead.
1.6	Each event features four live bands performing between 1pm and 5pm, with audiences of up to approximately 2,000 people spread across the grass area.
1.7	Website and social media <a href="https://www.eastgrinstead.gov.uk/whats-on/east-court-live/">https://www.eastgrinstead.gov.uk/whats-on/east-court-live/</a> <a href="https://www.facebook.com/eastcourtlive">https://www.facebook.com/eastcourtlive</a>

<b>2. Scope of Requirements</b>	
2.1	We invite quotations and proposals from experienced outdoor event production suppliers for the provision of stage, sound equipment, and technical support for our live music event series, East Court Live.



<b>2.2</b>	<b>Stage Provision</b>
2.3	Supply of an outdoor stage with cover suitable for live band performances.
2.4	Stage to be erected and dismantled on the day of each event.
2.5	Stage size and configuration appropriate for 4-band line-up with standard backline and monitors. Approx. 8m x 6m with stairs and handrail.
2.6	Full compliance with structural safety requirements, including certification
2.7	Propose a build, soundcheck and derig schedule. Stage to be ready by 12pm and first band to be on at 1pm.
2.8	Limited vehicle access. This is a very important consideration and one best understood by coming to view the site. There is limited vehicle access to the stage area as the one path is very narrow. A transit van can fit but probably nothing larger. Suppliers must take this into account when proposing equipment and logistics and confirm how access will be managed. See photo below of path.
<b>2.9</b>	<b>Sound System &amp; Equipment</b>
2.10	Mixing desk, monitors, microphones, speakers, repeaters, cabling and all necessary technical equipment to be provided.
2.11	Full PA system capable of clear coverage for around 2,000 attendees across an open grass area using good quality outdoor speakers and repeaters. See below map with measurements of audience area.
2.12	Clear, well-balanced sound that ensures all attendees experience high-quality audio, while minimising disturbance to nearby residents. The audience should be able to hear all performers clearly across the entire listening area. Levels should feel lively and engaging at front of house without causing discomfort.
2.13	System capable of clean reproduction across frequencies.
2.14	Gazebo / small trailer to house all mixing equipment near the stage.
2.15	To provide a suitable drum kit for all the bands to use as it's not possible for the bands to all set up their own drum kits in the change of time limit. Standard hardware and shells to be provided ready to play although drummer can bring own breakables – cymbals, snare, kick pedal. (The bands supply all other instruments including keyboard and their own amps).
2.16	Power can be provided but cabling layout safety plan needs to be agreed. Supplier to provide distribution boards and RCD Protection.
2.17	All equipment to be fully PAT tested and compliant with current safety standards.
<b>2.18</b>	<b>Technical Staffing</b>
2.19	Provision of experienced on-site sound personnel, including Front of House Engineer, Monitor Engineer and Stage Technicians, to manage all aspects of live sound and stage operations.
2.20	Ability to troubleshoot technical issues on the fly.
2.21	Liaising with band prior to event to confirm their technical requirements/rider.



2.22	Management of band changeovers and sound / line checks. This is critical as the timings between acts are extremely tight (15 mins) and efficient changeovers are critical to the success of the event.
2.23	Ongoing sound management throughout the event to ensure high-quality audio for performers and audience.
2.24	<b>Event Support</b>
2.25	Liaise with event organiser to include meeting prior to the event and communication throughout the event.
2.26	Stage management - ensuring the bands are set up ready to play and be responsible for bands starting on time and keeping the event to schedule.
2.27	Ability to monitor dB(A) levels during the event, at agreed boundaries within the event and outside the event.
2.28	<b>Compliance</b>
2.29	Providing all relevant paperwork including PLI, risk assessments and event plan.
2.30	Compliance with health and safety and any relevant licensing and noise management requirements.
2.31	Weather management procedures, including defined trigger points for stopping performances.

### 3. Quotation & Proposal Requirements

3.1	East Grinstead Town Council would welcome responses from interested parties setting out:
3.2	Name and contact details for you/ your organisation
3.3	Organisation background and information
3.4	Confirmation of availability for all three dates (7th June, 5th July and 2nd August 2026).
3.5	Outline of your experience with similar outdoor events
3.6	Outline sound engineer / technician experience
3.7	Technical specifications of proposed stage
3.8	Proposed method for accessing stage area and set up plan
3.9	Technical specifications of sound system and approximate layout plan
3.10	Details of public liability insurance, employer's liability insurance and professional indemnity.
3.11	Please enclose details of references for current or recent contracts/provision of services. The Town Council may contact these referees as part of the evaluation
3.12	Your quotation covering costs of stage hire and installation, sound system hire, technical staff costs and any additional costs.
3.13	The Town Council is not bound to accept any tender



3.14	Your submission should be sent to the contact details at the top of this document by 18 <sup>th</sup> February. Any questions before submission are welcomed.
<b>3.15</b>	<b>Please arrange a site visit to East Court so you can fully assess the venue.</b>
<b>3.16</b>	We look forward to receiving your proposal and working with a professional production partner to deliver a high-quality live music experience for our community.

## Photos

1. Aerial photo of event showing spread of audience (not at capacity), stage and vehicle access path



2. Vehicle access path



# EAST COURT **LIVE**

3. Aerial view showing measurements of area for sound to reach

