

**Douglas Borough Council Quotations for Public Address Speaker System,  
Stage, Lighting and Screen for the Christmas Lighting Switch On event  
2018**

**Christmas Lights Ceremony Thursday 22/11/2018, 16.30 to 20.00**

**Public Address Speaker System**

Full range Outdoor PA system for up-to 2500 people capable of music and speech reproduction in High Definition (No 100 volt line systems) PA must be setup in such a way that it can be clearly heard in the entire event location

Sound technician to operate system during event.

Appropriate microphones – including wireless mics for hosts / compere and suitable to amplify any acts on stage.

Provision for the input and playback of auxiliary equipment (MP3 player, CD etc.) is required for this event.

Sound coverage required throughout the event area as marked on the plan.

The systems including cabling and interconnections must be suitable for the environments in which they are deployed.

Any cabling and interconnections must be installed to take in to account the location and any other Health and Safety requirements.

The systems must be suitably powered (watts) for the location.

**Stage Requirements**

The stage is to be ready for use from 16.30 on the day of the event.

Minimum performance area of 24ft wide by 12ft deep at a height that gives the audience good clear sight.

Stage must be fitted with safety railings and have steps with handrails.

Stage to have a covered arched roof that is able to accommodate the hanging of banners, lighting, PA and other such items.

Stage must be built to and comply with the necessary standards, copies to be supplied with expression of interest.

**Stage Lighting**

Must be adequate for the stage area and also any performers in front of stage at road level such as the brass band. Lighting must be controlled remotely to enable the stage to be blacked out for maximum effect.

**Enhancements**

Screen

Screen must be no less than 15ft wide

Screen must be capable of delivering high quality live camera images of the audience and acts on stage and also project messages such as crowd safety etc.

2 x Cameras to be used to enable a wide shot of the stage and also a crowd camera located to one side of the stage and must be mixed live.

Screen location to be confirmed but must give those on Prospect Hill a clear view of proceedings on stage

Other enhancements and costs may be considered.

**All equipment will need to be cleared before the roads re-open again by 1am on Friday, 23<sup>rd</sup> November.**

**Documentation required**

The successful contractor must provide for each event;

- a comprehensive working plan
- A detailed risk assessment
- Copy of relevant insurance documents

Failure to provide the required documentation will result in termination of the contract.

For any further information please contact:

Donal Cullen - 01624696384

Andrew Butterworth – 01624696153

**Documentation must detail the total cost per event including the set up and dismantling of equipment and the proposed sound and stage equipment for each event.**

**Expressions of interest must be submitted electronically to [procurement@douglas.gov.im](mailto:procurement@douglas.gov.im) no later than 5.00pm on Friday, 7<sup>th</sup> September, 2018.**