



**SEASONAL RETAIL SERVICES CONCESSION -
CHRISTMAS TREES AND RELATED GOODS -
2021 & 2022**

SPECIFICATION OF REQUIREMENTS

I INTRODUCTION

- 1.1 The Contract scope is the provision of a retail services concession of Christmas Trees and Associated Products over a two-month period each year in Bushy Park, Richmond Park and Greenwich Park in line with The Royal Parks' brand profile. The Licensee will be responsible for planning and producing all aspects of the Services.

2 TIME OF YEAR

- 2.1 The Contract will operate in November and December of 2021 and November and December of 2022 and allow for Build Up and Take Down.
- 2.2 Trading is permitted for no more than 28 trading days in each contract year.

3 Location

- 3.1 There are three locations with a total footprint for retail unit and display as follows:
- 3.1.1 Roehampton Gate Car Park, Richmond Park (footprint = ~18m x 9m)
 - 3.1.2 Diana Car Park, Bushy Park (footprint = ~6m x 26m)
 - 3.1.3 Bower Avenue, next to Black Heath Lodge, Greenwich Park (footprint = ~6m x 12m)

4 ROLE OF THE LICENSEE

- 4.1 The Licensee shall be responsible for providing the following Services:
- (i) Retailing and merchandising of seasonal goods.
 - (ii) Working in outdoor locations.
 - (iii) Secure cash handling and clear sales and account reporting.
 - (iv) Managing outdoor site issues.
 - (v) Managing and training sales and security staff to deliver high levels of customer service and secure cash handling.
 - (vi) Securing the site and stock.
- 4.2 The Licensee must:
- (i) Only sell Approved product items.
 - (ii) Provide all stock at its own cost and manage product supply chains.
 - (iii) Provide fixed prices for the retail duration.
 - (iv) Agree product listing with TRP.
 - (v) Provide temporary retail units in Royal Parks Approved branding, details of which can be found in Annex I.
 - (vi) Only make sales within the parks, no deliveries are permitted.
- 4.3 Pay the London Living Wage as a minimum. The Licensee shall benefit from the commercial sales, in return for which they will pay TRP an agreed Minimum Royalty Payment and Revenue Share. Please refer to Clause 5 of the General Conditions of Contract for further information.

5 SERVICE DELIVERY

- 5.1 The Licensee shall set up and take down the temporary retail units and storage areas.
- 5.2 The temporary retail units will be decorated and illuminated with warm but not flashing white lights. The inside walls of the hut and interior display should be decorated. No plastic trees or plastic figures may be used.
- 5.3 The temporary retail units must be powered by second generation biofuels such as HVO. Where available the units may run off existing on-site electrical sources and TRP will charge for all service supply at cost,

6 HEALTH & SAFETY

- 6.1 The Licensee is required to ensure that all elements of the Services comply with all current health and safety legislation and guidance on best H&S practice.
- 6.2 The Licensee and TRP shall agree a RAMS Health & Safety plan one month prior to commencement of operations.

7 INSURANCE

- 7.1 The Licensee is required to manage all risks associated with the design, delivery and management of The Services. You are required to ensure that you have insurance cover in place to meet the requirements of the General Conditions of Contract.

8 ACCESS

- 8.1 You must ensure that you cooperate with the Park Management to provide appropriate facilities and access arrangements for people with disabilities.