



MIDDLETON HALL
& GARDENS

Specification for Wedding Co-ordinator

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1. Introduction

Middleton Hall & Gardens is a wonderful set of historic Grade II* listed buildings spanning seven centuries of English domestic architecture, ranging from 1285 to 1820. The property was saved from dereliction by Middleton Hall Trust and, in the process, a tangible link maintained to notable owners and important events in social history. Set in beautiful gardens and nestled in the North Warwickshire countryside, it is conveniently located close to large urban conurbations and has the potential to become a premier visitor attraction and provide private hire spaces for family celebrations and corporate events. The role specified by this brief is to deliver weddings and be a part of the team that develops the offering and therefore number.

2. Background information

2.1 Middleton Hall and Middleton Hall Trust

Middleton Hall Trust Ltd was founded in 1980 with the mission 'to restore and maintain Middleton Hall, Warwickshire, and its grounds for the benefit of the public as a building of special and historic interest and as a centre for study and public education in the conservation of land and its natural resources, in line with its charitable aims.' This mission remains the central aim and focus of all the Trust's activities.

Since its formation an astonishing amount has been achieved by the Middleton Hall Trust supported by an army of approximately 500 volunteers. Some of the site improvements have been achieved with the assistance of external funding but the majority of the restoration achieved to date has been brought about by income generated from opening the site to day visitors and hiring of the Hall for private functions, weddings in particular. Currently the Trust has three full-time members of staff and two part-time posts, House Keeper and Accounts Administrator, with around 60 volunteers providing support, in aspects such as grounds and building maintenance, event hospitality and museum development.

The Hall and grounds are open to the public as a Museum and Gardens. To fund its work, the Trust hosts public events, private history and garden tours, weddings, private parties and business conferences and meetings.

Middleton Hall Trading Ltd is a wholly owned subsidiary of Middleton Hall Trust Ltd and is the company through which all wedding business is managed. All profits from the trading company are transferred to the Trust to support repair and conservation work.

2.2 The Vision for Middleton Hall & Gardens

The Trust's overall vision is that by 2023 a series of co-ordinated developments will allow our immersive stories to be told in such a way that visitors will have a worthwhile visitor experience which will leave them wanting to return and encourage friends and family to visit. Our private hire offering will complement our visitor offer and will make the most of our historical nature in attracting people who want to hold their celebrations in our unique spaces. We currently host around 5 weddings a year but would like to increase this to at least 15 a year by 2023, other private hire in the form of meeting room/conference space and smaller scale functions like wakes and birthday parties will complete our portfolio.

3. Scope of the Wedding Co-ordinator role

The Trust is looking to appoint a Wedding Co-ordinator with experience of both organising and hosting weddings, ideally at a historic venue.

The Wedding Co-ordinator will represent Middleton Hall Trust in all dealings with couples who choose to hold their wedding celebrations at the Hall & Gardens. The Co-ordinator will be the one dedicated point of contact with the clients and their suppliers from the time they are ready to sign to confirm their booking to when they receive back their security deposit after an enjoyable and memorable day. They will report directly to the Site Manager and work closely to ensure that handovers of information are completed in a timely manner and that any requirements that fall outside set parameters are raised and approval sought in advance of any agreement with the couple.

The role will cover the specifics below;

1. Meeting the couple at their second viewing of the Hall, finalising the quotation and closing the sale. Ensuring that all necessary sign up paperwork is received, and deposit is paid.
2. Liaising with the Site Manager to ensure all details are recorded and shared, through use of shared calendar and Dropbox folders.
3. Keep in regular contact with the couple in the months between booking and the final details meeting to check in and to answer any questions that may arise.
4. Six weeks before the wedding day arrange and attend final details meeting with the couple where the below is all confirmed;
 - (a) timings, number of guests and any special access needs, set up & collection parameters and any other details for the running of the day
 - (b) list of all suppliers so that all necessary documentation can be collected
 - (c) confirmation of details of any add-on sales
 - (d) agreement of final figure owing so that invoice can be raised
5. Liaising with the Site Manager to ensure all details are recorded and shared, through use of shared calendar and Dropbox folders. Organisation of all staffing requirements for the day based on the parameters agreed with the Site Manager.
6. Keep in regular contact with the couple in the weeks between the final details meeting and the wedding day to check in and to answer any questions that may arise.
7. On the day co-ordination of all elements of the wedding;
 - (a) set up of furniture and Hall as required and co-ordination of all suppliers
 - (b) be present throughout the day and ensure smooth running according to plan of day
 - (c) master of ceremonies duties as required
 - (d) management of all suppliers and staff throughout the day
 - (e) First Aider and Fire Warden duties throughout the day
 - (f) ensure clear down at the end of the day is to standard agreed with Site Manager
8. Arrange for day after collection of personal items as required
9. Liaising with the Site Manager to ensure all requirements for refund of security deposit have been met.
10. Social media presence around weddings and gathering of photos and feedback from couples that can be used in future campaigns

4. Consultancy deliverables, budget and payment schedule

There is no set maximum budget to deliver the requirements of the Wedding Co-ordinator role defined by section 3 of this brief. The costs proposed in your tender should be a flat rate per wedding including any applicable VAT, all fees, travel expenses and any printing costs. As a guideline the hire costs to couples of the Hall in 2020 vary from £1,645 for a 4-hour hire to £4,295 for a 12-hour hire.

A schedule of payments based on the achievement of relevant milestones as the work progresses will be agreed with the successful applicant.

5. Information required to tender

Please include with your tender proposal the following supporting information.

- (a) The professional accreditation and skills of the people to be involved, including names and CVs, their specific responsibilities and arrangements for sub-contracting any parts of the work.
- (b) Project management: a description of how you will manage the work, including a resource plan showing the breakdown of hours allocated.
- (c) Your fixed fee to cover all elements of the scope of work detailed by this tender specification.
- (d) Daily fee rates for additional work should any need arise that is beyond the scope of work detailed in this tender specification.
- (e) Confirmation of professional indemnity insurance and the level of cover.

6. Tender validity period

Tenders are to remain open for acceptance for a period of 60 days beyond the submission date.

Once the preferred tender is accepted, all fixed fees, fee rates and fee scales stated in the tender shall remain firm for the following 12 months.

7. Submission of tenders

The Tender Form and all accompanying documentation must be submitted in digital and hardcopy.

TWO hardcopies should be sent in a plain envelope to arrive no later than 2.00pm Friday 7th February 2020 to the following address:

Middleton Hall Trust
Middleton
Tamworth
Staffordshire
B78 2AE

The electronic copy of the tender proposal should be sent to the following email address

weddings@middleton-hall.co.uk

Applications received after the due date and time will not be considered.

Middleton Hall Trust does not bind itself to accept the lowest or any tender, and no person making a submission will be remunerated for any trouble or expense incurred in its preparation.

8. Evaluation of tenders

Tenders will be assessed against items (a) to (f) in the ‘Information required to tender’ section above; failure to submit any of the required information may result in your tender being rejected.

Tender submissions shall be judged on both quality and price based on the following criteria: the maximum quality score will be 60%; the maximum price score will be 40%.

Criterion and sub-criteria	Weighting	
	Elements	Total
1. Quality: <ul style="list-style-type: none"> • relevant qualifications and skills of the consultants • comparable experience • attention to detail and overall quality of tender proposal 	20% 20% 20%	60%
2. Price: <ul style="list-style-type: none"> • fixed fee to cover the scope of work detailed in this brief • daily rates for additional work should any need arise that is beyond the scope of work detailed in this brief 	35% 5%	40%

Each quality sub-criterion will be scored based on the following indicative scores then multiplied by the weighting for that element.

Scoring methodology for quality criteria	Indicative score
All elements below acceptable parameters	0 to 2
Some elements within and some below acceptable parameters	3 to 4
All elements within and none above acceptable parameters	5
All elements within and some above acceptable parameters	6 to 7
All elements above acceptable parameters	8 to 10

The price score will be calculated as:

- fixed fee: lowest fixed fee tendered divided by applicant tender fixed fee multiplied by the weighting for that element;
- daily rates: lowest daily rate tendered divided by applicant tender daily rate multiplied by the weighting for that element; for this score an average daily rate will be calculated by dividing the fixed fee by the total number of hours shown in the resource plan;

9. Timing

The proposed timetable is set out below; this is intended as a guide and whilst Middleton Hall Trust does not intend to depart from the timetable it reserves the right to do so at any stage.

Target date	Activity
2.00pm Friday 7 th February 2020	Tender Proposal Return Date
w/c 17 th February 2020	Interviews of short-listed applicants
Monday 24 th February 2020	Contract awarded
Monday 1 st April 2020	Start-up meeting (provisional date)
Saturday 23 rd May 2020	First wedding day of contract

10. Copyright and confidentiality

Copyright of all documents produced under this commission is to be assigned to Middleton Hall Trust. The consultant is to clear copyright approval for any illustrations or other material used.

11. Contact details for further information

For further information about the tendering process please contact; Joanna Habart, Site Manager weddings@middleton-hall.co.uk 01827 283095