



Manchester Mega Mela 2016

Brief for submission of interest and tender for managing and supervising the car parks.

Deadline for submission: 12th July 2016 at 5.00pm

THE MELA: Manchester Mega Mela (MMM) is an annual two day celebration of South Asian culture which takes place in Platt Fields Park, Rusholme, Manchester. The Mela is being organised by the MMM Management Committee with public funding & support from Manchester City Council and Arts Council England. The present Executive Committee is made up of representatives of the five South Asian nations - Bangladesh, India, Nepal, Pakistan and Sri Lanka.

The 2016 Mela will take place on 30th & 31st July, 12:00h–21:00h each day. Entry to the mela is free and normally attracts an audience of around 60,000 over the two days.

MMM comprises of several different elements:

- A main stage featuring national/international South Asian Artists
- The Chai Serai marquee –a showcase stage for local & community performers
- The Arts & Crafts marquee
- Street Theatre performances
- The Mela market –over 70 food and non food stalls
- Mela sports including Kabbadi, stone lifting and tug of war
- A funfair

CAR PARKING: Mela attendees can park their cars in the two designated car parks available on part of the Showfield & Grangethorpe areas of Platt Fields Park. The combined capacity of both car parks is approximately 1300 cars.

MMM charges mela attendees £4 per car for parking their cars in the designated car parks. MMM Management Committee members, Manchester City Council officials, GMP officials, artists, invited guests, stall holders and people working on behalf of MMM are exempted from paying any car parking fees. All the exempted people (except GMP cars) will need to display their car parking passes.

MANAGEMENT OF THE CAR PARKS: Tenders are invited from individuals/organisations who are willing to manage the car parks on behalf of Manchester Mega Mela. The tenderer will need to specify the fee that they want to charge to manage the car parks. MMM would expect the charge to be based on a per vehicle basis.

The key duties and responsibilities include:

1. Collect the car parking fee of £4 per car and issue tickets printed and provided by MMM.
2. Management of car park entrances and exits.
3. Safe management of entrances, exits and movement of vehicles within the car park
4. Handing over the car parking fee collected to the Event Manager or his/her representative at 4.00pm, 6.00pm, 8.00pm and at closing time.
5. A specific Supervisor should be named, who will follow instructions from Event Control.

Numbers and distribution of stewards to be agreed with MMM. We would recommend

- Minimum 4 stewards to arrive at the park by 10.30am on Saturday and 11.00am on Sunday to set up the car parking management system.
- From 11.30am to 4.30pm, 7 stewards plus 1 Supervisor.
- From 4.30pm to 9.30pm, 10 stewards plus 1 Supervisor.

MMM is looking for individuals/organisations who have:

1. Proven experience in managing and supervising car parks and/or other events.
2. Whose staff members hold SIA qualifications (preferred but not compulsory).
3. Will have their own high visibility apparels or corporate uniforms.

PAYMENT OF MANAGEMENT FEES: The fee for managing the car parks will be paid on Monday 1st August by a cheque or direct transfer to the bank account.

SUBMISSION OF EXPRESSION OF INTEREST AND TENDER: Please email your expression of interest and tender to Cllr Rabnawaz Akbar, Management Committee Member Manchester Mega Mela at cllr.r.akbar@manchester.gov.uk by **12th July 2016**.

Manchester Mega Mela 2016 Site Plan

