

# **Bicester Town Council**



## **Events Working Party Meeting**

**Ref: BE03/2526**

**Wednesday 22<sup>nd</sup> October 2025 at 19:00hrs  
The Council Chamber, Garth House, Launton Road,  
OX26 6PS**

### **Members:**

Cllr Damien Maguire - **Chair**

Cllr Donna Ford, Cllr Rachel Mallows, Cllr Christopher Pruden and Cllr Jim Webb

### **Substitute Members:**

Cllr Tom Beckett, Cllr Nick Cotter, Cllr Dan Hallett, Cllr Sam Holland,  
Cllr Harry Knight, Cllr Nick Mawer, Cllr Alisa Russell, Cllr Les Sibley, Cllr Paul  
Wheatley and Cllr John Willett



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**Thursday 16<sup>th</sup> October 2025**

**To all members of the Events Working Party,**

You are hereby summoned to attend a meeting of the **Events Working Party** at the **Council Chamber, Garth House, Launton Road, OX26 6PS** on **Wednesday 22<sup>nd</sup> October 2025** to commence at **19:00hrs** for the transaction of the following business.

**Paul Canning**  
**Deputy Town Clerk**

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## **Agenda**

All Council Meetings are open to the public and press, unless otherwise stated.

### **1. Apologies for Absence**

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Town Clerk ([phil.evans@bicester.gov.uk](mailto:phil.evans@bicester.gov.uk)) prior to the meeting, stating the reason for absence.

### **2. Declarations of Interest**

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

### **3. Minutes of the Events Working Party (Pages 4 - 6)**

To **APPROVE** the **MINUTES** and **RESOLUTIONS** of the following Events Working Party Meeting held on:

- **BE02/2526 – Thursday 4<sup>th</sup> September 2025**

### **4. Public Session**

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

- 5. BicFest Application** (Pages 7 – 11)  
The Working Party is **RECOMMENDED** to **APPROVE** the event.
- 6. Bicester Pride Application** (Pages 12 – 17)  
The Working Party is **RECOMMENDED** to **APPROVE** the event.
- 7. Nai's House Be Nice Festival 2026 Application Form** (Pages 18 – 25)  
The Working Party is **RECOMMENDED** to **APPROVE** the event.
- 8. Civic Service 2025 Report** (Page 26)  
The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.
- 9. 80's Music Night** (Page 27)  
The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.
- 10. Bicester Town Council Proposed Events 2026** (Pages 28 - 29)  
The Working Party is **RECOMMENDED** to **APPROVE** this report.
- 11. Christmas Light Switch on 2025** (Pages 30 – 31)  
The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report.
- 12. Christmas Santa Fun Run 2025** (Pages 32 – 33)  
The Working Party is **RECOMMENDED** to **APPROVE** and **COMMENT** on this report.
- 13. Remembrance 2025** (Page 34)  
The Working Party is **RECOMMENDED** to **APPROVE** and **COMMENT** on this report.
- 14. Christmas Light Trail 2025** (Page 35)  
The Working Party is **RECOMMENDED** to **APPROVE** and **COMMENT** on this report
- 15. Date of Next Meeting:**  
Wednesday 28<sup>th</sup> January 2026, at 7pm, The Council Chamber, Garth House

### Minutes of the Events Working Party

A meeting of the Events Working Party was held on Thursday 4<sup>th</sup> September 2025 at 19:00 hrs at The Chamber Room, The Garth, Launton Road, OX26 2PS.

**Present:**

Cllr Damien Maguire (Chair)  
Cllr Donna Ford  
Cllr Jim Webb  
Cllr Paul Wheatley

**In Attendance:**

Michael Lee, Officer  
Isobel May, Events and Marketing

**Representatives from:**

Bicester Live



**16/ Apologies for Absence**

**2526** RESOLVED that apologies were received from Cllr Rachel Mallows and Cllr Christopher Pruden.

**17/ Declarations of Interest**

**2526** RESOLVED that no declarations of interests were received.

**18/ Minutes of the Events Working Party**

**2526** RESOLVED that the Working Party APPROVED the MINUTES and RESOLUTIONS of the following Event Working Party Meeting held on:

BE01/2526 – Wednesday 4<sup>th</sup> July 2025

**19/ Public Session**

**2526** RESOLVED that members of the public were present.  
Representatives from:

- Bicester Live:
  - Reason for their presence was to go through Agenda Item 11 and 12
  - Mentioned the Sundays in the Park was a huge success this year and with the councils support next year can be better.
  - Lots of brass bands are interested in next year's events.
  - VJ Day was a success, however the toilet facilities weren't working, therefore we need to investigate getting better provisions. The funding of £1000 can be used for equipment and provisions.
  - Other acts are aware they wouldn't be able to get paid which we could find tricky to get them.
  - Cllrs are happy to support Bicester Live and Bicester Town Council's partnership, the events are great for the community and should stay free.
  - Cllrs mentioned BTC should investigate sponsorships to make the event bigger i.e. sponsor picnic blankets or chairs with their logo on it
  - Cllrs welcomed Bicester Live's enthusiasm

**20/ Nai's House Be Nice Festival 2026 Application Form**

**2526 UNRESOLVED** that the Working Party did **NOT APPROVE** the form and made the following **COMMENTS**.

- Cllrs raised concerns that Nai's House did not come to the events meeting to update the council on their event in July
- Pingle Field is a large space and from the Cllrs understanding the event in July wasn't well attended, the date they have requested for next year is in the middle of preseason for football. Either Nai's House move the date earlier or use the smaller field at Pingle which would not interfere with preseason.

**21/ Residents Email**

**2526 RESOLVED** that the Working Party **COMMENTED** on the report.

- Cllrs all agreed it was a very emotional email and admired their strength to contact Bicester Town Council
- Cllrs raised concerns that if we did it for one charity, we will need to do it for others, the £800 for one week is expensive. Requested for Officer to investigate a permanent lighting fixture to keep costs down and ensure we can offer this to all.
- Requested for the illumination to be done at Whitelands as staff are onsite until 10pm and there are cameras, therefore BTC Staff will not have to do overtime or spend extra costs on security.

**22/ Armed Forces Day Flag Raising Report**

**2526 RESOLVED** that the Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs declared a vote of thanks to all staff involved

**23/ Armed Forces Day Report**

**2526 RESOLVED** that Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs declared a vote of thanks to Paul for arranging the Lancaster Bomber flyby.
- Shared their disappointment for the lack of military presence but understood why and accepted their apologies.
- Suggested for the bins to be in more noticeable areas and tie bin bags to the gazebos.
- Questioned how we can make it a bigger event to encourage more public to attend.

**24/ Outdoor Cinema Report**

**2526 RESOLVED** that Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs shared their disappointment with the lack of ticket sales, BTC offer the opportunities for the public to get involved however they don't support by coming. Therefore, the event didn't break even which shouldn't be a burden for taxpayers' money.
- Cllrs who attended all enjoyed their day / evening.

**25/ Family Fun Day (Teddy Bears Picnic) Report**

**2526 RESOLVED** that Working Party **NOTED** and **COMMENTED** on the report.

- Cllrs mentioned the day was a success and was well attended.

**26/ VJ Day Report**

**2526** RESOLVED that Working Party **NOTED** and **COMMENTED** on the report during the public session.

**27/ Bicester Live & Bicester Town Council Event Partnership**

**2526** RESOLVED that Working Party **APPROVED** the report for Officers referral of this agenda item to the Environment Committee for approval.

**28/ Christmas Light Trail Grotto Price Increase Report**

**2526** RESOLVED that Working Party **APPROVED** and **COMMENTED** on the report.

- Cllrs agreed the price needs to go up as it does not cover the costs.
- Mentioned could we offer a 'tea with Santa' at Garth Park Kitchen for those who aren't able to book the grotto.
- On another note, Cllrs would like to see more involvement from Garth Park Kitchen.

**29/ Santa Fun Run Rebranding Report**

**2526** RESOLVED that Working Party did **NOT APPROVE** the rebranding of the event.

- Cllrs do not believe we should change the name as everyone knows it as the Santa Fun Run.
- All agreed we do need to charge for the suits; however, Officers need to investigate how much they cost to ensure BTC are charging the correct amount.
- Cllrs requested if Officers could investigate a different route, possibly at Whitelands. Suggested for the Officer to contact park run for assistance.

In addition to this Cllrs also discussed a late application for hire of Langford Park grass area for 19<sup>th</sup> September to which they don't give permission.

**30/ Date of Next Meeting:**

**2526** Wednesday 22<sup>nd</sup> October 2025, at 7pm, The Council Chamber, Garth House

**CLOSE OF MEETING: 20:27**

## Agenda Item 5

16/10/2025, 13:41

Entry # 1702 : Hire of Parks and Open Spaces : Print Preview - Gravity Forms : Bioester Town Council — WordPress

### Hire of Parks and Open Spaces : Entry # 1702

#### Proposed Name of Event

Bioester music festival (Bicfest)

#### SECTION 1: Hirer's details

##### Name

John Jarvis

##### Email

[REDACTED]

##### Organisation

Bioester live events

##### Position held

CEO

##### Address

70  
Barry avenue  
Bioester, Bioester Ox26 2dy  
United Kingdom  
[Map It](#)

##### Phone

[REDACTED]

##### Second Contact Name

Mathew Huard

##### Second Contact Email

[REDACTED]

##### Second Contact Organisation

As above

##### Second Contact Position held

CEO

##### Second Contact Address

70 Barry Avenue  
Bioester Ox26 2dy  
United Kingdom  
[Map It](#)

#### SECTION 2: Key information about the hire

##### What type of event or activity do you want to hold?

[https://www.bioester.gov.uk/?gf\\_page=print-entry&fid=39&lid=1702&notes=1](https://www.bioester.gov.uk/?gf_page=print-entry&fid=39&lid=1702&notes=1)

1/6

**Hire of Parks and Open Spaces : Entry # 1702**

Primarily a music event to promote local singers and bands, with secondary stalls promoting local food and drinks . We intend to get local food and drink producers involved such as Sky wave gin etc. A celebration of all things Bioester and the surrounding area. If possible we will use local businesses for the stage, toilet and security hire as well.

**Which park or open space do you want to hire (full address required)?**

Garth park

**When do you want to hire the park or open space?**

July 11th 2026

**How many people do you expect to attend (including maximum attendance at any one time)?**

2000

**What is the purpose of the event or activity?**

To promote everything g amazing about Bioester and the local community

**If it is to raise money for a charity, please give details (including registered charity number)?**

A percentage of profit will be donated to 'The brain tumour charity' my very best friend passed away from this horrible problem in December of last year at the too young age of 46

**Will there be any plays/theatre taking place at the event?**

No

**Will you be showing any films/cinema at the event?**

No

**Will you be holding any sporting activities at the event?**

No

**Will there be any form of live music at the event?**

Yes, we would like to show case local singers and bands from bioester and surrounding area

**Will there be any form of recorded music at the event?**

Yes, between sets there will be a DJ

**Will there be any dance performances at the event?**

Possibly. Still in talks with local dance troops etc

**Will there be any activities similar to the above?**

Yes possible jugglers and fire breathers . TBC

**Will there be facilities for making music?**

No

**Will there be facilities for dancing?**

Yes , a section in front of the stage will be marked off for dancing

**Will there be any activities similar to the above?**

No

**Will there be supply of alcohol?**

Yes , we intend to have local alcohol producers and a mobile bar

**Will there be any entertainment of an adult nature? E.g. activities involving nude physical nature or obscene language.**

No

### **SECTION 3: Site and safety**

**Do you plan to erect tents and/or marquees?**

Yes thee will be small gazebos for security checks, food and drink businesses .

**Do you plan to use heavy equipment?**

Yes if the stage rig counts as heavy equipment ?

**Do you plan to bring vehicles onto the site?**

Yes for the stage, performers, security, first aiders and food/drinks sellers

**Do you plan to install power (electricity)?**

We will have a generator onsite

**Do you plan to let off fireworks?**

No

**Do you plan to have novelty rides?**

No

**Do you plan to erect side shows and/or stalls**

Yes,

**Do you plan to have entry charge/restricted access**

Yes , ticketed event using Eventbrite

**Do you plan to provide car parking?**

No

### **SECTION 4: Environmental health**

**Do you plan to provide toilet facilities?**

Yes , hired ports loos including a urinal and disability access

**Do you plan to have live music and/or dancing?**

Yes both as stated above local singers, groups and bands and possibly local dance troops

**Do you plan to have a licensed bar?**

Yes local alcohol producers and a mobile bar

**Do you plan to sell food/let a food concession?**

We plan to let food concessions

**Do you plan to cook food on site?**

Within the food concessions

**Do you plan to provide water?**

No

## **SECTION 5: Other**

**Do you plan to provide your own security?**

Yes SIA licences outsourced company . 16 individuals. 1 on each outer gate, 6 on the main entrance the rest will be throughout the venue

**Do you plan to hold arena displays?**

No

**Do you plan to sell any items?**

Food and drink

**Do you plan to use amplification equipment?**

Yes in the stage

**Do you plan to hire equipment from BTC?**

If possible . What will be available ? We will need barriers and possibly a couple of lights ?

**Do you plan to use animals for rides?**

No

**Do you plan to hold an animal show?**

No

**Do you plan to use animals for displays?**

No

**Do you plan to hold sporting activities?**

No

**Do you plan to use the council's sport pitches?**

No

**Do you plan to have areas marked out?**

Support below not included at this time. We wish to know the feasibility of such an event before hand. Many thanks

## SECTION 7: References

### Name

Christine Riley

### Email

[bicesterpride@gmail.com](mailto:bicesterpride@gmail.com)

### Organisation

Bicester pride

### Position held

CEO

### Second Referee Address

70 Barry Avenue  
Bicester OX26 2dy  
United Kingdom  
[Map It](#)

### Phone

07488260767

### Supporting statement

None at this time

### Address

70 Barry Avenue  
Bicester OX26 2dy  
United Kingdom  
[Map It](#)

## SECTION 8: Signature of agreement

### Applicant's signature:

J Jarvis

### Date

09/07/2025

### For and on behalf of (organisation):

J Jarvis

### Notes

## Agenda Item 6

### Hire of Parks and Open Spaces : Entry # 1708

#### Proposed Name of Event

Bicester Pride 2026

#### SECTION 1: Hirer's details

##### Name

Christina Riley

##### Email

[bicesterpride@gmail.com](mailto:bicesterpride@gmail.com)

##### Organisation

Bicester Pride CIC

##### Position held

Director

##### Address

2 Price Close  
Bicester, Oxon OX26 4JH  
United Kingdom  
[Map It](#)

##### Phone

[REDACTED]

##### Second Contact Name

Rob Johnson

##### Second Contact Email

[bicesterpride@gmail.com](mailto:bicesterpride@gmail.com)

##### Second Contact Organisation

Bicester Pride Community Interest Company

##### Second Contact Position held

Director

##### Second Contact Address

2 Price Close  
Bicester ox26 4jh  
United Kingdom  
[Map It](#)

##### Second Contact Phone

[REDACTED]

**What type of event or activity do you want to hold?**

We wish to hold Bioester Pride for the 4th year in Garth Park , a family friendly even for the whole community , primarilly supporting the LGBT+ community , the even is for everyone. We expect 1000 to 2000 people . The event will be a mix of musical acts , drag act and speaches, plus a DJ. We will also have a market stalls in the park.

**Which park or open space do you want to hire (full address required)?**

Garth Park , and Garth House

**When do you want to hire the park or open space?**

5 September 2026 all day . Access from 7am , vacate by 12am next day

**How many people do you expect to attend (including maximum attendance at any one time)?**

2000

**What is the purpose of the event or activity?**

A Pride event for the LGBT community

**If it is to raise money for a charity, please give details (including registered charity number)?**

The event will raise money for Bioester Pride Community Interest Company Reg : 13575857

**Will there be any plays/theatre taking place at the event?**

no

**Will you be showing any films/cinema at the event?**

no

**Will you be holding any sporting activities at the event?**

no

**Will there be any form of live music at the event?**

yes , a DJ , live tribute acts , and a drag act

**Will there be any form of recorded music at the event?**

yes - popular music will be played through out the day

**Will there be any dance performances at the event?**

yes - popular music will be played through out the day

**Will there be any activities similar to the above?**

no

**Will there be facilities for making music?**

yes - there may be a live performer on the stage

**Will there be facilities for dancing?**

the field will be used for dancing by the attendees

**Will there be any activities similar to the above?**

no

**Will there be supply of alcohol?**

yes - we will have 2 alcohol vendors

**Will there be any entertainment of an adult nature? E.g. activities involving nude physical nature or obscene language.**

Only a drag act but will be family friendly

### **SECTION 3: Site and safety**

**Do you plan to erect tents and/or marquees?**

yes - Gazebos only

**Do you plan to use heavy equipment?**

We plan to erect a Stage for the shows

**Do you plan to bring vehicles onto the site?**

yes - vehicles for the stage , vendors , and stalls , food vendors

**Do you plan to install power (electricity)?**

we will have generators for lighting , and power to the stage

**Do you plan to let off fireworks?**

no

**Do you plan to have novelty rides?**

no

**Do you plan to erect side shows and/or stalls**

yes - art and craft stalls / food stalls

**Do you plan to have entry charge/restricted access**

yes - ticketed event

**Do you plan to provide car parking?**

only for the Acts and key staff. All public to park off site

### **SECTION 4: Environmental health**

**Do you plan to provide toilet facilities?**

yes - 12 toilets , one urinal and one disabled

**Do you plan to have live music and/or dancing?**

yes - 3 tribute acts , live acoustics , and dancers

**Do you plan to have a licensed bar?**

we will have licenced vendors

**Do you plan to sell food/let a food concession?**

yes - we will have a selection of food vans selling hot food like burgers , hot dogs

**Do you plan to cook food on site?**

yes - the food vendors will be cooking on site

**Do you plan to provide water?**

Bottled water will be provided to volunteers , if the risk assessment shows the weather is extreme , then we will hand out free water bottles

## **SECTION 5: Other**

**Do you plan to provide your own security?**

yes - to match 2025 : 13 SIA , and 2 SIA Supervisors

**Do you plan to hold arena displays?**

no

**Do you plan to sell any items?**

we will have a craft market stalls , and merchandise

**Do you plan to use amplification equipment?**

yes - Premier Productions will provide the same as 2025

**Do you plan to hire equipment from BTC?**

we would like to use the Gazebos , and barriers

**Do you plan to use animals for rides?**

no

**Do you plan to hold an animal show?**

no

**Do you plan to use animals for displays?**

no

**Do you plan to hold sporting activities?**

no

**Do you plan to use the council's sport pitches?**

no

Do you plan to have areas marked out?

yes - using chalk paint that washes away for the stalls

## SECTION 6: To support your application

Please tick the below if you have included these items in you application

- The proposed programme for the event (and programmes from previous events if applicable)

File

- [BICESTER-PRIDE-FINAL-EVENT-PLAN-V2a-SAG-29-08-25.docx](#)

## SECTION 7: References

Name

Isobel May

Email

[isobel.may@bicester.gov.uk](mailto:isobel.may@bicester.gov.uk)

Organisation

Bicester Town Council Events

Position held

Events Manager

Second Referee Address

Garth House  
Launton Road OX26 6PS  
United Kingdom  
[Map It](#)

Phone

0792514872

Supporting statement

TBC

Second Referee Name

Paul Canning

Second Referee Email

[paul.canning@bicester.gov.uk](mailto:paul.canning@bicester.gov.uk)

**1.10.10 Parks and Open Spaces - Entry # 1100**

Bicester Town Council

**Second Referee Position held**

Office Manager

**Address**

Garth House  
Launton Road  
Bicester OX26 6PS  
United Kingdom  
[Map It](#)

**Second Referee Phone**

01869252915

**Second Referee Supporting statement**

tbc

**SECTION 8: Signature of agreement**

**Applicant's signature:**

C Riley

**Date**

09/10/2025

**For and on behalf of (organisation):**

Bicester Pride Community Interest Company

## Hire of Parks and Open Spaces Application Form



**Please note:**

- This form must be completed in black ink and CAPITAL LETTERS
- This application must be made a minimum of ten weeks in advance of the date of hire.
- Applicants must be over eighteen years of age.
- Political involvement must be approved by Bicester Town Council
- You must complete this form as fully as you can; the more information we have, the easier it is for us to assess your application.

PROPOSED NAME OF EVENT: #BeNice Festival 2026

**SECTION 1: Hirer's details**

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Fax:

Email address:

**Second contact**

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Fax:

Email address:

## SECTION 2: Key information about the hire

What type of event or activity do you want to hold?

*A family festival that will have live music from local bands and artists, performances from local community groups, stalls for local independent businesses, food vendors, activities, complementary treatments and taster sessions.*

Which Park or open space do you want to hire (full address required)?

*Pingle Field, Bicester OX26 6AU*

When do you want to hire the park or open space?

Access date/time:

Open date/time:

Close date/time:

Vacate date/time:

How many people do you expect to attend (including maximum attendance at any one time)?

Total footfall around 1000 people, maximum attendance at any one time 550 people

What is the purpose of the event or activity?

To bring the community together, encourage friends and families to spend time together creating happy memories, trying new things (activities, food, relaxation) and for Nai's House to say thank you for the support received from the community.

If it is to raise money for a charity, please give details (including registered charity number)?

*It is not a fundraiser, but we do ultimately raise funds for the charity – Nai's House, 1192238*

Circle either yes or no to indicate if the following will be taking place as part of the proposed event:

| RULE | DESCRIPTION                                                                                                                                                                                         | YES/NO   |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| A    | Will there be any plays/theatre taking place at the event?                                                                                                                                          | Yes / No |
|      | If yes, please give details:<br><i>Unsure at this moment in time but we hope to be working with Out of the Mill (Mill arts centre) and SoundBoard who may do a young person's short production.</i> |          |
| B    | Will you be showing any films/cinema at the event?                                                                                                                                                  | No       |
|      | If yes, please give details:                                                                                                                                                                        |          |
| C    | Will you be holding any sporting activities at the event?                                                                                                                                           | Yes      |

|   |                                                                                                                                                                         |     |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|   | If yes, please give details:<br>Likely to be providing taster sessions in archery and kickboxing. We may have local gymnastics and dance groups performing.             |     |
| D | Will there be any form of live music at the event?                                                                                                                      | Yes |
|   | If yes, please give details:<br>We will have a range of live music from local bands and artists.                                                                        |     |
| E | Will there be any form of recorded music at the event?                                                                                                                  | Yes |
|   | If yes, please give details:<br>Background music in between bands                                                                                                       |     |
| F | Will there be any dance performances at the event?                                                                                                                      | Yes |
|   | If yes, please give details:<br>We hope so. Mini Dance professionals, Elite Dance and Sonjia from out of the mill performed this year and we hope to welcome them back. |     |
| G | Will there be any activities similar to E, F or G above?                                                                                                                | Yes |
|   | If yes, please give details:<br>Community Albums may join us to offer taster sessions with musical instruments,                                                         |     |
| H | Will there be facilities for making music?                                                                                                                              | No  |
|   | If yes, please give details:                                                                                                                                            |     |
| I | Will there be facilities for dancing?                                                                                                                                   | Yes |
|   | If yes, please give details:<br>People generally dance in front of the stage and performers this year danced on a stage and in front of it.                             |     |
| J | Will there be any activities similar to I or J above?                                                                                                                   | No  |
|   | If yes, please give details:                                                                                                                                            |     |
| K | Will there be supply of alcohol?                                                                                                                                        | Yes |
|   | If yes, please give details:<br>Nai's House has its own bar which we will run at the festival.                                                                          |     |
| L | Will there be any entertainment of an adult nature? E.g. activities involving nude physical nature or obscene language.                                                 | No  |
|   | If yes, please give details:                                                                                                                                            |     |

### SECTION 3: Site and safety

Please circle either yes or no to indicate, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

| DO YOU PLAN TO:             | YES/NO | PLEASE PROVIDE DETAILS                                                                         |
|-----------------------------|--------|------------------------------------------------------------------------------------------------|
| Erect tents and/or marquees | Yes    | <i>We have two tents that we have used at all our festivals, they are no bigger than 5x5m.</i> |
| Use heavy equipment         | No     |                                                                                                |

|                                |                 |                                                                                                                                                                                                                  |
|--------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bring vehicles onto the site   | Yes             | <i>Stall holder cars (dependent on how many stall holders we have, 1 car per stall), 1 van for stage equipment.</i><br><br><i>(give number and type, or specify if heavy machinery)</i>                          |
| Install power (electricity)    | Yes             | <i>We will have a generator to supply power to the stage.</i>                                                                                                                                                    |
| Let off fireworks              | No              |                                                                                                                                                                                                                  |
| Have novelty rides             | Yes             | <i>We are hoping we will have some children's rides provided by a funfair.</i><br><br><i>(if you are having a funfair at your event, it is your responsibility to administer appropriately)</i>                  |
| Erect side shows and/or stalls | Yes             | <i>We will have a number of stalls that bring their own gazebos and tables.</i>                                                                                                                                  |
| Entry charge/restricted access | Possibly partly | <i>Most/all of the events will be free; we are considering having a final act that would be ticketed at a minimal cost making it affordable (this is if the event costs are not 100% covered by sponsorship)</i> |
| Provide car parking            | Yes             | <i>Most people were local and walk to the site, however there is some car parking on site that volunteers can use.</i>                                                                                           |

#### SECTION 4: Environmental health

Please circle either yes or no to indicate, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

| DO YOU PLAN TO:                 | YES/NO | PLEASE PROVIDE DETAILS                                                                                                         |
|---------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------|
| Provide toilet facilities       | Yes    | <i>We hire Portaloo's for the event.</i>                                                                                       |
| Have live music and/or dancing  | Yes    | <i>We have bands and artists performing live through a PA system.</i>                                                          |
| Use amplification equipment     | Yes    | <i>PA systems are used for the stage area.</i>                                                                                 |
| Have a licensed bar             | Yes    | <i>TENS license always purchased and bar run by licenced individuals.</i>                                                      |
| Sell food/let a food concession | Yes    | <i>We have vendors who specialise in food, we check their documents to ensure they are legally allowed to sell their food.</i> |
| Cook food on site               | Yes    | <i>Food vendors will use their portable kitchens to cook food on site.</i>                                                     |

|                   |    |                           |
|-------------------|----|---------------------------|
| Water requirement | No | Vendors will sell drinks. |
|-------------------|----|---------------------------|

#### SECTION 5: Other

Please circle either yes or no to indicate, if you plan to carry out any of the following activities and provide as much information as possible in the 'details' section.

| DO YOU PLAN TO:                 | YES/NO   | PLEASE PROVIDE DETAILS                                                                                                                                                           |
|---------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide your own security       | Yes      | <i>We hire third party to provide security; this year we had 3 security guards on site throughout the festival.</i><br><br>(please confirm numbers/qualifications and locations) |
| Hold arena displays             | Yes      | <i>Our performances will be held on a stage separate to the live music stage.</i>                                                                                                |
| Sell any items                  | Yes      | <i>Stall holders and food vendors will sell their products, we will also have a raffle and tombola.</i>                                                                          |
| Use amplification equipment     | Yes      | <i>To amplify live music</i>                                                                                                                                                     |
| Hire equipment from BTC         | Yes      | <i>As with previous years we would like to use BTC gazebos and tables.</i>                                                                                                       |
| Use animals for rides           | No       |                                                                                                                                                                                  |
| Hold an animal show             | No       |                                                                                                                                                                                  |
| Use animals for displays        | No       |                                                                                                                                                                                  |
| Hold sporting activities        | Yes      | <i>Likely to have taster sessions in archery, kickboxing and maybe dance.</i>                                                                                                    |
| Use the Council's sport pitches | Yes / No | <i>Pingle field is also used for football training and matches.</i>                                                                                                              |
| Have areas marked out           | Yes / No | <i>We will use tent pegs and labels to mark out where stalls are to go.</i>                                                                                                      |

#### SECTION 6: To support your application.

For your application to have a better chance of success, you should also send the following. Bicester Town Council must receive these documents at least 28 days prior to the event date.

Please circle either yes or no in the box on the right if you have included these items.

| ADDITIONAL INFORMATION DOCUMENTS                                                           | INCLUDED |
|--------------------------------------------------------------------------------------------|----------|
| Details of how your proposed event will be funded (to show expenditure and income)         | Yes / No |
| A site map showing the proposed event layout.                                              | Yes / No |
| Details of your proposed suppliers and caterers (including cleaners and cleaning schedule) | Yes / No |
|                                                                                            | Yes / No |

|                                                                                          |          |
|------------------------------------------------------------------------------------------|----------|
| A copy of your security plan                                                             |          |
| The proposed programme for the event (and programmes from previous events if applicable) | Yes / No |
| Safety plan to include emergency procedures and named responsible person(s)              | Yes / No |
| A risk assessment (and method statements where applicable)                               | Yes / No |
| A copy of your license to sell alcohol relevant to the site (where applicable)           | Yes / No |
| A copy of your Temporary Event Licence (if required)                                     | Yes / No |
| Copies of insurance documents                                                            | Yes / No |
| Two references                                                                           | Yes / No |

**INFORMATION WILL BE PROVIDED WHEN DATE IS APPROVED.  
WE CAN NOT PLAN FURTHER UNTIL DATE IS CONFIRMED BY  
BTC**

#### SECTION 7: References

Please enter the details of two referees who can confirm your event management experience. One must be a referee for the site manager on the day(s) of the event. The referees must be independent of your organisation.

##### Referee 1:

Name:

Organisation:

Position held:

Address:

Phone (home):

Phone (mobile):

Phone (work):

Fax:

Email address:

Supporting statement

I HAVE WORKED WITH NAIS HOUSE FOR THE LAST 7 YEARS. THEIR FUNDRAISING EVENTS ARE WELL MANAGED AND WELL ATTENDED

Referee 2:

Name: Adam Holloway

Organisation: Sight Technical Support

Position held: Director

Address: 7D Grange Mews, Station Rd, Launton, Bicester OX26 5EG

Phone (home):

Phone (mobile):

Phone (work): 07716 599021

Fax:

Email address:

Supporting statement

Sight technical support has worked to supply equipment and crew for Nai's house for 4 years; I have no doubt in their ability to successfully run events.

SECTION 8: Signature of agreement

I/We have read the Council's terms and conditions for the hire of a park or open space and agree to comply with and be bound by them if this application is approved.

Applicant's signature:

G. Barrett

Date:

27.07.2025

For and on behalf of (organisation):

Nai's House

Please return this form and supporting documentation to:

Bicester Town Council  
Launton Road  
Bicester  
Oxon  
OX26 6PS

Or email to: [enquiries@bicester.gov.uk](mailto:enquiries@bicester.gov.uk) marking your email 'PARK / OPEN SPACE HIRE APPLICATION'

**OFFICE USE ONLY:**

Date received:

By:

Application acknowledged by:

Date:

Application response date:

By:



**BICESTER**  
TOWN COUNCIL

## BICESTER TOWN COUNCIL

### EVENTS WORKING PARTY

22<sup>nd</sup> October

Chair: - Damien Maguire

Contact: 01869 252915 [damien.maguire@Bicester.gov.uk](mailto:damien.maguire@Bicester.gov.uk)

Officer: – Paul Canning

Contact: 01869 252915 [Paul.Canning@Bicester.gov.uk](mailto:Paul.Canning@Bicester.gov.uk)

Ward Affected: All

### Civic Service 14<sup>th</sup> September 2025

#### 1. Background

- 1.1 The Bicester Civic Service is an annual ceremonial event hosted by Bicester Town Council to celebrate civic pride, community service, and local leadership. It marks the formal recognition of the newly elected Mayor and brings together councillors, military representatives, clergy, and residents. The event typically begins with a parade through Market Square, featuring dignitaries and members of the armed forces, followed by a church service at St Edberg's Church. The service includes hymns, scripture readings, and prayers focused on justice, compassion, and community values.

#### 2. Overview

- 2.1 The 2025 Bicester Civic Service was warmly received by the local community, with dozens of residents attending despite rainy weather. The event, held on Sunday, 14th September, began with a parade in Market Square, where civic leaders, military personnel from 1 Regiment RLC, and dignitaries gathered to celebrate the town's civic spirit. Councillor Alisa Russell led the event, which included a salute and inspection of troops, followed by a church service at St Elburg's Church. The service was conducted by Reverend Peter Wright, who delivered a sermon on the importance of being a good neighbour and civic responsibility in modern society. The community's turnout and participation were seen as a testament to Bicester's resilience and unity, with Deputy Lieutenant Miranda Markham praising the event and the town's commitment to honouring its civic and military traditions. Overall, the service reinforced strong ties between the Town Council, Bicester Garrison, and residents, and was considered a meaningful and successful celebration of civic life.
- 2.2 The weather was overcast with light to heavy rain and a temperature of 17 degrees
- 2.3 The event was well attended by residents though there were some complaints on social media the event had not been advertised enough.
- 2.4 Due to the timing of the event, youth organisations were very limited in attendance due to just returning to school.

#### 3. Recommendation

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report



## BICESTER TOWN COUNCIL

### EVENTS WORKING PARTY

22<sup>nd</sup> October

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Contact: 01869 252915 [Paul.Canning@Bicester.gov.uk](mailto:Paul.Canning@Bicester.gov.uk)

Ward Affected: All

### 80s Music Night 30<sup>th</sup> August 2025

#### 1. Background

- 1.1 Garth Park in Bicester has become a central hub for community music events, offering a diverse lineup throughout the year. These events are typically organised or supported by Bicester Town Council, and they aim to foster community spirit, celebrate cultural milestones, and provide entertainment for all ages.

#### 2. Overview

- 2.1 This year's 80s-themed music event at Garth Park was a vibrant celebration of retro sounds and community spirit, headlined by the ever-popular tribute band Sledgehammer. Their return was driven by overwhelming public demand, following a community consultation conducted by Bicester Town Council earlier in the year. The consultation invited residents to vote on their preferred act, and Sledgehammer emerged as the clear favourite, securing over half the votes. Their high-energy performance, featuring iconic hits from the 1980s, drew a large crowd and contributed to a lively, nostalgic atmosphere that resonated with attendees of all ages.
- 2.2 Despite the heavy rain well over 1,000 people attended the event.
- 2.3 Budget for the event was £10,000
- 2.4 Event income was £18,907.50

The Working Party is **RECOMMENDED** to **NOTE** and **COMMENT** on this report



## BICESTER TOWN COUNCIL

### EVENTS WORKING PARTY

22<sup>nd</sup> October

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Contact: 01869 252915 [Paul.Canning@Bicester.gov.uk](mailto:Paul.Canning@Bicester.gov.uk)

Ward Affected: All

### Bicester Town Council Proposed Events 2026

#### 1. Background

- 1.1 Bicester Town Council's 2025 Annual Civic and Democratic Events calendar is designed to bring residents together through a mix of traditional celebrations, family-friendly activities, and cultural events. The aim is to foster community pride, support local businesses, and create memorable experiences for all age groups.

#### 2. Overview

##### Democratic Events 2026

- Bicester Town Council & Bicester Live Music Partnership (Music in the Park Bandstand)

1 date in June, 2 dates in July and 2 dates in August (TBC)

Budget £5,000

Income £0

- Armed Forces Day 27<sup>th</sup> June 2026

Budget £9,500

Income £2,500

- 1<sup>st</sup> Music Event 18<sup>th</sup> July 2026

Budget £12,500

Income £10,000

- Family Fun Day 5<sup>th</sup> August 2026

Budget £4,000

Income £2,000

- **2<sup>nd</sup> Music Event 2026**

Budget £12,500

Income £10,000

- **Christmas Light Switch On 2026**

Budget £10,500

Income £5,000

- **New Event for 2026 replacing Light trail (Halloween Party, Christmas Food Festival (TBC)**

Budget £12,500

Income TBC

**Civic Events 2026**

- **Mayors Gala Dinner in aid of local charities Friday 20<sup>th</sup> / 27<sup>th</sup> February (TBC)**

Budget £0

- **Mayor Making Monday 11<sup>th</sup> May 2026 (TBC)**

Budget £1,500

- **Civic Service and Parade Sunday 7<sup>th</sup> June (Previously September, date change of date to allow Youth organisations to attend)**

Budget £4,000

- **Flag Raising Friday 26<sup>th</sup> June 2026**

Budget £250

- **Remembrance Sunday 8<sup>th</sup> Nov 2026**

Budget £5000

- **Santa Fun Run 20<sup>th</sup> December 2026**

Budget £0

**3. Recommendation**

The Working Party is **RECOMMENDED** to **APPROVE** 2026 Democratic and Civic Events.



**BICESTER**  
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22<sup>nd</sup> October

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Ward Affected: All

### Christmas Light Switch On 29<sup>th</sup> November 2025

#### 1. Background

- 1.1** The Christmas Light Switch-On in Bicester is more than just a festive event—it's a deeply rooted tradition that brings together residents, local businesses, and visitors to celebrate the start of the holiday season. Held annually on the last Saturday of November, the event transforms Market Square into a winter wonderland filled with lights, music, and community spirit.

#### 2. Overview

- 2.1** The 2025 Christmas Light Switch-On will be a community-focused celebration held primarily in and around Market Square, marking the official start of Bicester's festive season. This year's event reflects a return to a more centralized format, emphasizing local entertainment and community engagement.

#### 2.2 Key Changes from 2024

- **No Separate Christmas Market:** Unlike last year, when Cherwell District Council hosted a separate Christmas market, this year's event is not being held.
- **Consolidated Location:** All entertainment and activities will be focused on Market Square, enhancing accessibility and atmosphere.
- **New stage location:** North side of the Market Square.

## 5.1 Event Layout

### The Event layout

■ Stage ■ First Aid ■ BTC Gazebo ■ Tree ■ Stalls/Vendors ■ Fairground rides



### 3. Recommendation

The Working Party is **RECOMMENDED** to **APPROVE** the Christmas Light Switch On 2025



## BICESTER TOWN COUNCIL

### EVENTS WORKING PARTY

22<sup>nd</sup> October 2025

Chair: - Damien Maguire

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Ward Affected: All

### Christmas Santa Fun Run 2025

#### 1. Background

- 1.1 This year will be the 19<sup>th</sup> annual Bicester Santa Fun Run which has been a cherished part of the Bicester Town Council's Christmas events schedule. This festive tradition brings together residents of all ages to celebrate the season in a fun and active way, while also supporting important local causes. Each year, the event raises money for the mayor's chosen charities, helping to make a meaningful difference in the community.

#### 2. Overview

- 2.1 It is proposed Santa Suits are charged separately for this year's event at £2.50. Optional for those wishing to purchase or can attend in own fancy dress. This will increase revenue for the Mayors charities.
- 2.2 Officers have contacted Bicester Athletic Club, and a new 3-mile Santa Fun Run route has been created using the Whitelands facility as the backdrop for the event.



### 3. Recommendation

The Working Party is **RECOMMENDED** to **APPROVE** the separate charging of Santa suits and the new proposed 3-mile route.



**BICESTER**  
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### EVENTS WORKING PARTY

22<sup>nd</sup> October 2025

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Ward Affected: All

### Remembrance 2025

#### 1. Background

1. Bicester Town Council annually leads the town's Remembrance Sunday commemorations, honouring the service men and women who lost their lives in World War I, World War II, and other global conflicts. The event is a significant moment in the town's calendar and reflects Bicester's strong historical ties to the military.

#### 2. Overview

- 2.1 The day begins with a parade at 10:30 AM, starting from St Edburg's Church and proceeding to Market Square, where an outdoor service is held. During the service, wreaths are laid by civic and military representatives, including the Deputy Lieutenant, the Mayor of Bicester, and the local MP. The Bicester Military Wives Choir performs during the wreath-laying ceremony, adding a poignant musical tribute. Following the outdoor service, the parade returns to St Edburg's Church, where a formal remembrance service is held at 11:45, led by the Reverend Peter Wright. Additional wreaths are laid at the church's war memorial by local organisations and individuals. Bicester Town Council annually leads the town's Remembrance Sunday commemorations, honouring the service men and women who lost their lives in World War I, World War II, and other global conflicts. The event is a significant moment in the town's calendar and reflects Bicester's strong historical ties to the military.

#### 3. Recommendation

The Working Party is **RECOMMENDED** to **APPROVE** the Remembrance 2025 event.



## BICESTER TOWN COUNCIL

### EVENTS WORKING PARTY

22<sup>nd</sup> October 2025

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Officer: - Paul Canning

Contact: 01869 252915 [Paul.Canning@Bicester.gov.uk](mailto:Paul.Canning@Bicester.gov.uk)

Ward Affected: All

### Christmas Light Trail 2025

#### 1. Background

1.1 The Bicester Christmas Light Trail is an annual festive event held at Garth Park, designed to bring the community together and celebrate the holiday season. For 2025, the event is scheduled to run from Thursday 4th December to Sunday 14th December, with activities commencing daily from 4:30 PM. The park is transformed into a winter wonderland featuring a twinkling illuminated trail, offering a magical experience for families, children, and visitors of all ages. A key attraction is the Santa's Grotto, which requires advance booking and provides an opportunity for children to meet Father Christmas in a festive setting. The trail is fully accessible, accommodating wheelchairs, buggies, and mobility scooters, ensuring inclusivity for all attendees. Seasonal music and ambient lighting contribute to a warm and welcoming atmosphere, enhancing the overall visitor experience. Tickets are available online, and the event is organised by Bicester Town Council, with the aim of fostering community spirit, supporting local engagement, and promoting Bicester as a festive destination during the Christmas period.

#### 2. Overview

2.1 A key highlight of the event is Santa's Grotto, which features the returning Father Christmas. He has become a major attraction for families, drawing families each year. His continued involvement adds a familiar and heartwarming element to the experience. In addition to the light trail and grotto, this year's event will include a small fair offering traditional rides and entertainment, enhancing the festive spirit and providing fun for children and adults alike. A sweet stand will also be present, selling a variety of seasonal treats and confections to delight visitors.

2.2 This year's event plan is a work in progress and will be shared with the Events Party as soon as completed.

#### 3. Recommendation

The Working Party is **RECOMMENDED** to **APPROVE** the Christmas Light Trail 2025.