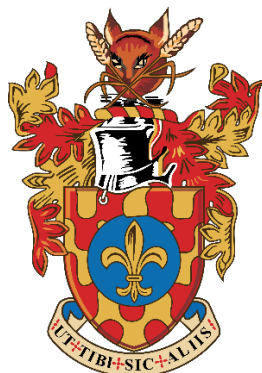


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Bicester Town Council



BICESTER
TOWN COUNCIL

Events Working Party Meeting

Ref: EV01/2627

Wednesday 17th June 2026 at 19:00hrs

**The Council Chamber, The Garth, Launton Road, OX26
6PS**

Members:

Cllr Sam Holland, Cllr Harry Knight, Cllr Damien Maguire,
Cllr Chris Pruden and Cllr Dr Paul Wheatley

Substitute Members:

Cllr Tom Beckett, Cllr Nick Cotter, Cllr Donna Ford, Cllr Dan Hallett, Cllr Rachel
Mallows, Cllr Nick Mawer, Cllr Alisa Russell, Cllr Les Sibley,
Cllr Jim Webb and Cllr John Willett

Thursday 11th June 2026

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, The Garth, Launton Road, OX26 6PS** on **Wednesday 17th June 2026** to commence at **19:00hrs** for the transaction of the following business.



Paul Canning
Deputy Town Clerk

Agenda

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

1. Appointment of Chair

The Working Party is asked to **APPOINT** a Chair.

2. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify Bicester Town Council (clerk@bicester.gov.uk and enquiries@bicester.gov.uk) prior to the meeting, stating the reason for absence.

3. 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.

4. Minutes of the Events Working Party

(Pages 4 - 6)

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

- **BE04/2526 – Wednesday 29th January 2026**

5. 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.

6. U3A Music Afternoon Application

(Pages 7 - 12)

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

7. Hire Fee's Report

(Pages 13 - 14)

The Working Party is **RECOMMENDED** to **COMMENT** and **APPROVE** the change in fee's and **CONFIRM** grant aid chargers.

8. Resident Tickets Report

(Pages 15 - 16)

The Working Party is **RECOMMENDED** to **APPROVE** the proposed changes to the resident ticket allocation.

9. Easter Egg Fun Day Report

(Page 17)

The Working Party is **RECOMMENDED** to **NOTE** on this report.

10. Mayor Making Report

(Page 18)

The Working Party is **RECOMMENDED** to **NOTE** on this report.

11. Sundays in the Park Report

(Pages 19 - 21)

The Working Party is **RECOMMENDED** to **NOTE** on this report.

12. Flag Raising and Armed Forces Day Report

(Pages 22 - 27)

The Working Party is **RECOMMENDED** to **NOTE** on this report.

13. The Motown Music Night Report

(Pages 28 - 31)

The Working Party is **RECOMMENDED** to **NOTE** on this report.

14. Family Fun Day (Teddy Bears Picnic) Report

(Pages 32 - 35)

The Working Party is **RECOMMENDED** to **NOTE** on this report.

15. Elton John Music Night Report

(Pages 36 - 39)

The Working Party is **RECOMMENDED** to **NOTE** on this report.

16. Date of Next Meeting

Wednesday 2nd September, at 7pm, The Council Chamber, Garth House

Minutes of the Events Working Party

A meeting of the **Events Working Party** was held on **Wednesday 29th January 2026** at **19:00 hrs** at **The Chamber Room, The Garth, Launton Road, OX26 2PS**.

Present:

Cllr Damien Maguire (**Chair**)
Cllr Donna Ford
Cllr Rachel Mallows
Cllr Jim Webb

In Attendance:

Michael Lee, Officer
Isobel May, Events and Marketing

Representatives from:

Bicester Live
Bicester Pride
Garth Park Kitchen
Lone Wolf Comedy
Nai's House
Oxfordshire Play Association

46/ Apologies for Absence

2526 RESOLVED that apologies were received from Cllr Christopher Pruden.

47/ Declarations of Interest

2526 RESOLVED that no declarations of interests were received.

48/ 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:

- **BE03/2526 – Wednesday 22nd October 2025**

49/ Public Session

2526 RESOLVED that members of the public were present.

Representatives from:

- Nai's House:
 - The BENice Festival is progressing as planned and will follow a similar format to last year. Organisers aim to streamline planning and complete marketing at an earlier stage.
- Garth Park Kitchen
 - It was noted that events currently held by BTC are not financially viable for the business. A more collaborative approach is sought for the coming year.
- Bicester Pride:
 - Councillors were updated that the bandstand will be used for smaller, primarily acoustic acts, with performances concluding by 7.00 pm.

50/ Lone Wolf Comedy Club Application

2526 RESOLVED that the Working Party did **APPROVE** the form.

- Lone Wolf Comedy Club reported that arrangements will remain the same as last year, and that performers continue to respond positively to Bicester.
- Cllrs and Officer advised the representative that Sunday coincides with BTC's Civic Service and Parade, during which temporary road closures will be in place. The officer will provide timings and the road closure plan.

51/ Oxfordshire Play Association Application

2526 RESOLVED that the Working Party **APPROVED** the event.

- It was noted that OPA previously delivered this activity and are keen to reintroduce it in Bicester. Spider Park was selected as a communal, easily accessible venue for local residents.
- OPA advised that discussions have taken place with the community centre regarding use of toilet facilities on the day. Agreement in principle has been given, subject to formal confirmation.

52/ Remembrance Sunday 2025 Report

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

- Cllrs requested consideration of background music (e.g. Military Wives) between the military arrival in Market Square and the two-minute silence, as members of the public were unclear about proceedings. Alternatively, it was suggested that the military exit the church at a later time.
- Ensure that Military provide the Dias.
- Concerns were raised regarding motorbikes riding too close to children during the parade. A greater distance between motorbikes and participants was requested.
- It was suggested that ground markers be used to clearly indicate designated positions for organisations and dignitaries.

53/ Christmas Light Switch On 2025 Report

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

- Cllrs agreed the event was successful, with the only suggested change being a review of who switches on the lights. It was proposed that the Mayor's chosen charities be involved.
- The officer advised that Gala Lights were used previously and that the contract ended last year. Cllrs requested to see the tender for this years' service.

54/ Christmas Light Trail 2025 Report

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

- Cllrs advised that the expenditure could not be justified using taxpayers' money and suggested deferring the proposal for a few years, with the option to review it at a later date.
- Officers suggested having Santa walk around during the Switch-On event, with the potential inclusion of a grotto.

55/ Santa Fun Run 2025 Report

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

- Some Cllrs noted they missed having the event in town; however, it was acknowledged that holding it at Whitelands improved event safety.
- A suggestion was made to rotate the run to different locations around Bicester, with a potential route including Garth Park.
- It was noted that the bacon rolls were not consumed. The officer suggested providing protein bars instead, which would reduce costs.

56/ Social Media Statistics 2025

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

- Cllrs expressed their approval of the growth in BTC's Facebook followers and the successful launch of Instagram.

57/ Event Outlines / Proposals 2026

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

- The Officer advised that the Mayor's Charity Bake Off will no longer take place and will be replaced by a pub quiz in March.
- Cllrs requested further details on the proposed portable flagpole for Flag Raising and Armed Forces Day, to enable a decision on whether the two events can be combined.
- Cllrs asked for alternative options for the second music night to be provided, after which a decision will be made.

58/ Event Marketing 2026

2526 RESOLVED that Working Party **APPROVED** the report.

59/ Sight Tech and Bicester Town Council Contract

2526 RESOLVED that Working Party **DID NOT APPROVE** and **COMMENTED** on the contract.

- Cllrs indicated a preference to invest in a stage rather than enter into a contractual arrangement.
- Cllrs advised the officer to proceed as normal.

60/ Date of Next Meeting:

2526 To be confirmed

CLOSE OF MEETING: 20:41

Agenda Item 6

Hire of Parks and Open Spaces : Entry # 1870

Proposed Name of Event

Music afternoon

SECTION 1: Hirer's details

Name

Bill Jeffries

Email

[REDACTED]

Organisation

U3A Bicester

Position held

Ukulele Group Leader

Address

[REDACTED]

[map it](#)

Phone

[REDACTED]

Second Contact Name

Jenny Jeffries

Second Contact Email

[REDACTED]

Second Contact Organisation

U3A Bicester

Second Contact Position held

Group Member

Second Contact Address

[REDACTED]

[map it](#)

Second Contact Phone



SECTION 2: Key information about the hire

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

Musical afternoon, playing ukuleles

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

Bandstand in Garth Park
Launton Road
Bicester
OX26 6PS

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

Wednesday 29th July

What will be your access time, opening time, closing time and vacating time?

1.30pm, 2.00pm and 4.00pm, 4.30pm

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

20 group members

What is the purpose of the event or activity?

A celebration for the 40th Anniversary of the U3A

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

No

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, live ukulele band consisting of approx. 20 members

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

No

Will there be any dance performances at the event?

No

Will there be any activities similar to the above?

Hire of Parks and Open Spaces : Entry # 1870

No

Will there be facilities for making music?

No

Will there be facilities for dancing?

No

Will there be any activities similar to the above?

No

Will there be supply of alcohol?

No

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?

No

Do you plan to use heavy equipment?

No

Do you plan to bring vehicles onto the site?

No

Do you plan to install power (electricity)?

No

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

No

Do you plan to have entry charge/restricted access

No

Do you plan to provide car parking?

No

SECTION 4: Environmental health

Do you plan to provide toilet facilities?

No

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

Live music

Do you plan to have a licensed bar?

No

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

No

Do you plan to cook food on site?

No

Do you plan to provide water?

No

SECTION 5: Other

Do you plan to provide your own security?

No

Do you plan to hold arena displays?

No

Do you plan to sell any items?

No

Do you plan to use amplification equipment?

No

Do you plan to hire equipment from BTC?

No

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?

No

SECTION 6: To support your application

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

- A site map showing the proposed event layout

File

- [image001.png](#)

SECTION 7: References

Name

Damien Maguire

Email

DAMIEN.MAGUIRE@BICESTER.GOV.UK

Organisation

Bicester Town Council

Position held

Councillor

Second Referee Address

The Garth
Bicester, Oxon OX26 6BS
United Kingdom
[Map It](#)

Phone

01869252915

Supporting statement

NA

Second Referee Name

Robbie Robertson

Second Referee Email

[REDACTED]

Second Referee Organisation

Robby Boyo Film and Music

Address

[REDACTED]

[Map It](#)

Second Referee Phone

[REDACTED]

SECTION 8: Signature of agreement

Applicant's signature:

W J Jeffries

Date

04/24/2026

For and on behalf of (organisation):

Bicester U3A



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 17th June 2026

Chair:

Contact: 01869 252915 |

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Hire Fee's Report

1. Background

1.1 Bicester Town Council offer their open spaces and parks for hire. It has come to the finance departments attention that some events are not being charged accordingly, for example the fun fair on KEA field. In addition to this, there needs to be a clear understanding if Grant Aid applicants who are holding events on Bicester Town Council grounds should pay a hire fee even though they have received a grant.

2. Overview

2.1 The fun fair has typically been charged £1,600 for the use of our fields over a two-week period. It would be beneficial to introduce a daily rate, so that both we and the fun fair have a clear understanding of the charges and how they are calculated.

Our prices on our website are as follows:

- Hire of Open Spaces on a non-working day: minimum charge £130.00
- Hire of Open Spaces working day: minimum charge £260.00

2.2 Bicester Pride and Oxfordshire Play Association (OPA) have both received £1,000 grants from the most recent Mayor Making, Pride will be on 5th September 2026 at Garth Park and OPA will be on Wednesday 29th July at Spider Park.

3. Proposal

3.1 Revised pricing should be introduced to reflect increasing costs. In addition, a 20% refundable deposit should be implemented for all event bookings. This deposit will be

returned to the organising body following the event, subject to an inspection by Bicester Town Council to confirm that no damage has occurred. In the event of cancellation, the deposit will be retained by the Council.

The proposed event pricing structure is set out below:

Commercial Event	Daily Hire Rate	Set Up Day Rate	Breakdown Day Rate	Refundable Deposit
Small (0-499 people)	£900	£450	£450	20%
Medium (500-999 people)	£1,750	£875	£875	20%
Large (1000+ people)	£3,000	£1,500	£1,500	20%
Fun Fairs	£500	£250	£250	20%

*Pricing is reflective of research into other council's fees.

3.2 Charitable organisations, not-for-profit organisations, and community groups may be eligible for a discounted hire rate of up to 75%. The level of discount awarded will be determined based on a number of factors, including whether the event is free to attend or ticketed, the extent of the benefit to the local community, the presence of commercial stalls, and whether the event is expected to generate a profit.

The application of any discount will be at the discretion of the Events Officer.

3.3 The above discount could also be used for grant aid applicants.

The Working Party is **RECOMMENDED** to **COMMENT** and **APPROVE** the change in fee's and **CONFIRM** if the current events held by grant aid applicants will be charged for this year.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 17th June 2026

Chair:

Contact: 01869 252915 |

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Resident Tickets

1. Background

1.1 Each year Bicester Town Council hosts evening music events at Garth Park. As the park is surrounded by residential properties, the Council offers complimentary tickets to local residents in recognition of any inconvenience caused by increased noise, visitor numbers and extended activity associated with these events.

1.2 In 2025, a total of 60 complimentary adult tickets were issued to residents. Based on the standard adult ticket price of £15, this represented a total loss of potential income of £900.

1.3 Whilst the provision of free tickets has been well received by residents, it is important that the Council maintains a balance between supporting the local community and ensuring that events remain financially sustainable.

2. Proposal

2.1 It is proposed that, from 2026, residents receive two complimentary tickets per household, with the option to purchase a further two tickets at a discounted rate of 20%.

2.2 Under this arrangement, adult tickets would be available to residents at £12 rather than the standard price of £15, and child tickets would be available at £6 rather than £7.50.

2.3 The proposed change will continue to provide residents with a meaningful benefit whilst helping to reduce the loss of income associated with the current ticketing arrangement. It also ensures a more equitable approach by enabling a greater number of households to access

the concession, whilst encouraging additional attendance and supporting the overall viability of the events.

Overview

3.1 The proposed arrangement seeks to maintain goodwill with neighbouring residents by continuing to offer complimentary tickets, whilst introducing a discounted ticket option that will reduce the financial impact on the Council.

3.2 The revised scheme provides a fair and proportionate benefit to residents affected by the events and supports the long-term sustainability of the Council's programme of music events.

The Working Party is **RECOMMENDED** to **APPROVE** the proposed changes to the resident ticket allocation.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 17th June 2026

Chair:

Contact: 01869 252915 |

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Easter Egg Fun Day Report

1. Background

1.1 The Bicester Easter Egg Fun Day for 2026 took place on Thursday, April 2nd, at Garth Park. This delightful event is organised by the Bicester Town Council supporting the mayor's chosen charities.

2. Overview

2.1 Families and children had a fun filled day filled with adventure, laughter, and the thrill of hunting for letters hidden around Garth Park which encourages drawings. Every participant was given a delicious bag of chocolate and sweets, making it a fun and rewarding experience for everyone involved.

2.2 The Weather conditions were sunny with light winds and a temperature of 16 degrees.

2.3 Attendance for the event was 400.

2.4 Feedback from the public was very positive both online and comments made in person.

2.5 Total money Raised was £345.00

The Working Party is **RECOMMENDED** to **NOTE** on this report.



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 17th June 2026

Chair:

Contact: 01869 252915 |

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Mayor Making Report

1. Background

1.1 Mayor Making, is a significant ceremonial event in the civic calendar of many towns and cities. During this ceremony, the new Mayor is formally elected and installed into office. The primary purpose of the ceremony is to elect the new Town Mayor along with the deputy for the municipal year 2026/2027.

2. Overview

2.1 The Bicester Town Council's Mayor Making Ceremony for 2026 took place on Monday, May 11th, 2026, at Whitelands Farm Sports Ground, Bicester at 7pm. During this ceremony, Councillor Dr Paul Wheatley was elected as the Town Mayor and Cllr Dan Hallet Deputy Town Mayor for the municipal year 2026/2027.

2.2 The event received positive feedback from those that attended.

The Working Party is **RECOMMENDED** to **NOTE** on this report.



BICESTER
TOWN COUNCIL

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EVENTS WORKING PARTY REPORT

Wednesday 17th June 2026

Chair:

Contact: 01869 252915 |

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Sundays in the Park Report

1. Background

1.1 After the successful bandstand events last year, Bicester Live and Bicester Town Council partnered up for 2026 to host 5 Sundays in the Park, all free events for the community to attend. Live music will start from 12:30pm with varied musical acts, including brass bands, local soloists and bands.

2. Overview

2.1 The first Sunday in the Park (31st May) went well with great attendance. Ukesnaile, Bicester Concert Band and MALISH performed, proving to be a hit! Garth Park Kitchen provided a delicious menu from the café and grill next to the bandstand. We listened to feedback from the last bandstand event and provided toilet facilities in case the public toilets malfunctioned again which helped improve the events success.

2.3 The weather was mild and somewhat overcast conditions with a mix of light cloud cover and brief light rain showers. The day featured a high temperature of around 22 degrees.

2.4 Attendance was over 200.

2.5 Bicester Town Council and Bicester Live look forward to the next events:

- Sunday 14th June – Hook Norton Brass Band and Local Soloists
- Sunday 12th July – Oxford Cherwell Brass and Space Pigs
- Sunday 26th July – Jubilee Brass-Oxford and The Bellas
- Sunday 9th August – Bletchington Silver Band and The Village Beats Band

2.6 Event plan attached from 31st May (will be similar for the other events).

The Working Party is **RECOMMENDED** to **NOTE** on this report.

Appendix 1



Main Contact: Isobel May | [REDACTED]
Secondary Contact: Paul Canning | [REDACTED]

Location:
Garth Park
Launton Road
OX26 6PS

Date	Time	Function	Location
29/05/2026		Toilet delivery	Garth Park
29/05/2026	1:00pm-3:00pm	Chair delivery	Garth Park
29/05/2026	1:30pm	BTC Staff to put equipment into chambers	Garth House
31/05/2026	11:00am	Bicester Live arrive and start set up	Garth Park
31/05/2026	12:30pm – 12:55pm	Ukesnaile perform	Bandstand
31/05/2026	1:00pm – 2:45pm	Bicester Concert Band perform	Bandstand
31/05/2026	3:00pm – 5:15pm	MALISH perform	Bandstand
31/05/2026	5:15pm – 6:00pm	Clear away	Garth Park
01/06/2026		Toilets and chairs picked up	Garth Park

Summary

Music in the bandstand by Ukesnaile, Bicester Concert Band and MALISH
The Chambers will be used as a green room for the musicians

Staff Rota

Name	Start Time	Finish Time	Role / Responsibility
Paul Canning	11:00am		Oversee event
Isobel May	11:00am		Oversee event
Paul Robertson	11:00am	Finish	Oversee event

Set Up

BTC on the Friday:

- Put PA System, banners, cable covers and 2 x extension leads into the chambers
- Assist with chair company (if needed, delivery between 1pm-3pm)

BTC / BL to set up Garth on the day:

- PA System onto bandstand
- Chairs onto bandstand
- Cable covers to be put out
- Banner onto the gate and pull up banner near the bandstand

Derig

All staff to clear away equipment and rubbish.

Bandstand for music Toilets Grill



Stalls				
Vendor	Name	Contact Details	Type	
Garth Park Kitchen				
AV				
BTC PA system				
2 x Speakers				
1 x Mic and stand				
2 x extension leads				
Garth Kitchen are welcome to use electricity from Garth House for the tuk tuk and freezer				
Suppliers				
Company	Providing	Name	Contact Details	Location
Tulu	1 x cold chem, 1 x disabled			Garth Park Parking Space
BHK	40 x conference chairs			Bandstand
Garth Park Kitchen	Food			Bandstand
Bicester Live	Co Lead			Bandstand
Bicester Concert Band	Music			Bandstand
MALISH	Music			Bandstand
Ukesnaile	Music			Bandstand
Licensing				
Public Performance License (PPL) – YLL-2720433663				
Safety Advisory Group (SAG) – SAG000083				
Temporary Event Notice (TENS) – TEN24297				
Other Considerations:				
(Risk Assessments) - Available on request				



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 17th June 2026

Chair:

Contact: 01869 252915 |

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Flag Raising and Armed Forces Day Report

1. Background

1.1 Armed Forces Day Flag Raising is a ceremonial event held annually to honour and show appreciation for the men and women who serve in the armed forces. This event typically involves the raising of the national or a dedicated AFD flag and speeches by dignitaries. The flag-raising ceremony is a symbolic gesture that signifies respect and gratitude for the sacrifices and contributions of service members. It often takes place at prominent locations such as town squares, parks, or military bases, and is attended by veterans, active-duty personnel, and members of the community.

Armed Forces Day itself is celebrated on the last Saturday of June in the UK. This year, it will be observed on Saturday June 27, 2026. The day is dedicated to honouring the contributions of the men and women who serve in the British Armed Forces, including currently serving troops, veterans, and their families.

2. Overview

2.1 This year Flag Raising and Armed Forces Day have been combined for one unitary event. The flag will be raised by the military and attended by the mayor, dignitaries and public at 11am at Pingle Field. After this all are encouraged to stay and enjoy the rest of the day which will include entertainment, activities, military displays and stalls.

2.2 Event plan attached.

The Working Party is **RECOMMENDED** to **NOTE** on this report.

Appendix 1



Main Contact: Isobel May | [REDACTED]

Secondary Contact: Paul Canning | [REDACTED]

Location:
Pingle Field
Bicester
OX26 6AU

Date	Time	Function	Location
26/06/2026		Bin's and toilets arrive	Pingle Field
27/06/2026	7:00am	BTC Staff and Fun fair arrive	Pingle Field
27/06/2026	7:30am	Military arrive	Pingle Field
27/06/2026	7:45am	DJC Events arrive	Pingle Field
27/06/2026	9:00am	Stall holders and vendors arrive	Pingle Field
27/06/2026	10:30am	First Aid set up and Security arrive	Pingle Field
27/06/2026	10:30am	No vehicle movements permitted on site	Pingle Field
27/06/2026	11:00am	Event open to public and Dignitaries arrive at Pingle	Pingle Field
27/06/2026	11:10am	15 Minute Bugle Call	Pingle Field
27/06/2026	11:15am	10 Minute Bugle Call	Pingle Field
27/06/2026	11:20am	5 Minute Bugle Call	Pingle Field
27/06/2026	11:25am	Military in Position	Pingle Field
27/06/2026	11:30am	Mayor and invited dignitaries form in front of podium	Pingle Field
27/06/2026	11:31am	SSM to bring all Military personnel to attention	Pingle Field
27/06/2026	11:32am	SSM approaches the Mayor and asks permission on behalf of Bicester Garrison to raise the AFD flag	Pingle Field
27/06/2026	11:33am	Bugler call and flag raising	Pingle Field
27/06/2026	11:35am	Mayor of Bicester addresses personnel	Pingle Field
27/06/2026	11:40am	SSM approaches Mayor for permission to carry on	Pingle Field
27/06/2026	11:41am	Bugler call to inform departure of senior Military personnel	Pingle Field
27/06/2026	11:42am	SSM gives fall out	Pingle Field
27/06/2026	11:50am – 12:35pm	Brass Band Perform 45 min	Stage
27/06/2026	12:40pm – 1:10pm	Bellas Perform 30 mins	Stage
27/06/2026	12:40pm – 1:10pm	Dog Show Perform 30min	Arena
27/06/2026	1:15pm – 1:45pm	Just Dance Perform 30 min	Stage
27/06/2026	1:50pm – 2:20pm	Bellas Perform 30 mins	Stage
27/06/2026	2:25pm – 2:55pm	Dog Show Perform 30 min	Arena
27/06/2026	2:25pm – 2:55pm	Military Wives Perform 30 min	Stage
27/06/2026	3:00pm – 3:30pm	Squadron Band Perform 30 min	Stage
27/06/2026	4:00pm	Event closes to public	Pingle Field
27/06/2026	4:15pm	Vendors escorted out of event	Pingle Field
27/06/2026	4:30pm	Security depart	Pingle Field
29/06/2026		Toilets & bin's picked up	Pingle Field

Summary

AFD is an annual event celebrated to commemorate the service of men and women in the British Armed Forces. This year it has been combined with Flag Raising.

This event is open to the public with children in attendance.

The Mayor will be in attendance and dignitaries.

Staff Rota

Name	Start Time	Finish Time	Role / Responsibility
Isobel May	7:00am	12:00pm	Oversee event / Marketing
Outdoor team x 4	7:00am	12:00pm	Set up / marshalling
Conor Pattison	7:00am	12:00pm	Oversee set up
Tanya Govorusa	11:00am	5:00pm	Help where needed
Viktorija Kovale	11:00am	5:00pm	Help where needed
Paul Canning	12:00pm	5:00pm	Oversee event / marshal
Michael Lee	12:00pm	5:00pm	Oversee clear down
Outdoor team x 3	12:00pm	5:00pm	Clear down

(Rubbish to be done on PM shift/ litter pick throughout the day) CDC bins will be provided

All staff to wear suitable clothing, BTC uniform with High Vis jacket.

Complaints/ Lost and Found persons: All BTC staff, volunteers, vendors to report to BTC event lead.

Car Park to remain closed for set up and for the duration of the event, staff parking will be available at Pingle Field and at the Priory Lane entrance to Pingle Field.

Bicester Concert Band and the Dog Show will be using the car park

Set Up

BTC Outdoor team to action the below the week of the event:

- Signs put up at Pingle Field pavilion and the car park to notify that the car park and field will be in close for an event
- Signs to be put up on lampposts down the road to notify that an event is happening and kindly ask for the road to be clear for the arrival of the fun fair
- Set up the flag pole, IM and CC to attend to ensure it is in the right spot

BTC Outdoor team to action the below on the Friday:

- Barriers/cones on the road ready for the arrival of the fun fair and to marshal them down the road
- Toilets to be fenced off to prevent anyone vandalising them and bins chained
- Put a slab over the flagpole hole so DJC doesn't set up over it
- Provide DJC with keys to access Pingle
- Bring over the equipment and store in the pavilion. (gazebos, rope, pegs, flag, speakers, tables, podium)

BTC Team to set up Pingle Field from 7:00am – 9:00am on Sat:

- 12 gazebos altogether with weights
- 9 x gazebos dotted around the field for shade for the public
- 1 x gazebo for BTC
- 2 x for Dan with sides and table (DJC Events) at the stage and arena
- Provide DJC with BTC PA System
- Ensure Pavilion is set up for changing rooms for the entertainment (if they require the space)
- Rope off the arena with pegs and rope 60 x 40m
- Provide military with medals
- 1 x podium by the stage

4 x BTC Team to marshal stall holders from 9:00am

- 1 x staff at the gate – radio into the event organiser to say X vendor has arrived and send them to the organiser
- 1 x event organiser to be at the end of the field – decide if they are going left or right and radio the staff to tell them they have someone coming over
- 1 x staff to be on the left side of the field and 1 x staff to be on the right side of the field – ensuring the vendor sets up in a continuous line, one after the other

Derig

All BTC staff to clear away gazebos, stalls and rubbish.

■ Military Vehicles ■ Stalls and Military Stalls ■ Fun Fair ■ Toilets ■ BTC Gazebos ■ First Aid ■ BTC Lost Child ■ Display Arena ■ Training Area/ parking for dog team
■ Flag pole ■ Police car ■ Assault course ■ Stage ■ DJC set up



AV

Main stage:

9x6m marquee
 6x3 stage inside
 Suitable pa
 2x stage monitors
 3x microphones
 2x di boxes
 Sound desk
 Mic stands
 Control systems
 Background music control
 45 folding chairs
 6x3M gazebo behind stage for band set up area
 Generator
 Armed forces day flag backdrop
 Festoon in roof
 Uplights for colour

Dog Show:

2x speaker pa
 1x wireless handheld mic
 1x laptop for music
 Generator (if needed)

**BTC to provide DJC with:**

2 x EV speakers
 2 x Gazebo with sides
 4 x Gazebo weights
 2 x table

Set up time: 7:45am

Derig time: 4pm

Stalls							
Vendor	Name	Contact Details	Type	Fee	BF Received	Require Table & Gazebo	Pitch Size & Number
BTC Lost Child			N/A		N/A	Yes	3m x 3m
Access First Aid			First Aid		N/A	No	3m x 3m
BDTA (Bicester Twinning)			Volunteer stall		Yes	N/A	3m x 3m
Military Wives			Charity stall		Yes	N/A	3m x 3m
Reducing the Risk			Charity stall		Yes	N/A	3m x 3m
Loraso Ice Cream Van			Ice Cream Van		Yes	N/A	6m x 3m
7th Bicester Scout Group			Volunteer stall		N/A	N/A	6m x 3m
Tasty Trailer			Burger van		Yes	N/A	6m x 7m
Authentic Flavours			Greek wrap and churros		Yes	N/A	3m x 3m
The Pizza Boys Bicester			Pizza van		Yes	N/A	2.4m x 2m
Fudge Sake			Homemade baked goods		Yes	N/A	3m x 3m
Kilt & Kernow			Mobile bar		Yes	N/A	6m x 3m
Blue Cross			Charity Stall		Yes	N/A	3m x 3m
Espresso Vibes			Coffee Trailer		Yes	N/A	TBC
Cinch Storage			Self-Storage		Yes	N/A	3m x 3m
2507 (Bicester) Sqn			RAF		0	N/A	7.4x3.7m
Trainer Academy			Pokémon merchandise		Yes	N/A	3m x 3m
ELS Designs			Personalise clothing		Yes	N/A	3m x 3m
The Blue King			Food van		Yes	N/A	3m x 3m
Thames Valley Police			TVP		Yes	N/A	3m x 3m
TVP Police Cadets			TVP Police Cadets		Yes	N/A	6m x 6m
Nova Printing			3D Prints		Yes	N/A	3m x 3m

Indonesian Cuisine		Indonesian Cuisine	Yes	N/A	3m x 3m
Bicester Face Painter		Face painting	N/A	N/A	3m x 3m
Nai's Coffee		Coffee Van	Yes	N/A	6m x 3m
Home-Start		Charity	Yes	N/A	3m x 3m
Royal Pioneer Corps Association		Volunteer stall	No	N/A	3m x 3m
Market Event Solutions		Hot Dog & Loaded Fries Van	Yes	N/A	6m x 3m
Young People at Heart		fostering agency	Yes	N/A	3m x 3m
Roadtripping Coffee		Coffee	Yes	N/A	6ft x 6ft
RBL		Charity stall	Yes	N/A	3m x 2m
The Silver Star Maternity Fund		Charity stall	Yes	N/A	3m x 3m
Moody Mare		Mobile bar	Yes	N/A	5m x 5m
TVP Police Cadets		TVP Police Cadets	Yes	N/A	6m x 6m
Just Baguettes		Baguettes, sandwiches, wraps	Yes	N/A	5m x 5m
1 st Bicester Intrepid Scout		Charity stall	Yes	N/A	5mx15m
Home Guard		Military stall	Yes	N/A	5m x 5m

- All Marshalls are expected to check stall holders in against the above
- Stall holders are parking behind their set up – 1x car per stall
- Stall holders have from 9am – 10am to set up

Activities and Entertainment

- Going around stalls
- Military vehicles and stalls
- Fairground
- Bubbologist - 3 x 45 minute sets and Stilt-Walkes - 3 x 45 minute sets for one
- Dog show 2 x 30 min performances
- Music from various acts on stage
- Face painter

Suppliers

Company	Providing	Name	Contact Details	Location
Access First Aid	2x First Aid			Pingle Field
Beauty and Bicester	Photographer			N/A
Newmans	4 x Security			Pingle Field
Tulu	5 x cold chem, 1 x disabled			Pingle Field behind pavilion
Bicester Face Painter	Face painting			Pingle Field
DJC Event	AV			Pingle Field next to arena
The Just Dance Company	Entertainment			Arena
Bicester Military Wives	Entertainment			Arena
Bicester Live	Host			Arena

Bugler	Bugler		Stage/Flag Pole		
Bicester Live	Entertainment		Arena		
Fairground	Fairground		Pingle Field		
Garrison	Military equipment		Pingle Field		
Garrison	Flag Raising		Pingle Field		
Enchanted Performers	Entertainment		Pingle Field		
CDC	Bins x 6		Pingle Field		
Paws for Thought	Dog Show		Pingle Field		
Miscellaneous					
Vehicle / Equipment	Provided by	Name	Contact Details	Location	Time
DEMS 1 Regt RLC 241 Sigs BGHQ EPLS, CST Tractor, PLS, armoured vehicle platform	Garrison			Pingle Field	7:30am-4pm
Police Vehicle	Police Cadets			Pingle Field	9am-4pm
Military vehicle x2	Home Guard			Pingle Field	9am-4pm
Police Car	TVP			Pingle Field	9am-4pm
Licensing					
Public Performance License (PPL) – YLL 2720433663					
Safety Advisory Group (SAG) – SAG000086					
Temporary Event Notice (TENS) – TEN24299					
Other Considerations:					
(Risk Assessments and Road Closures) - Available on request.					



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 17th June 2026

Chair:

Contact: 01869 252915 |

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

The Motown Music Night Report

1. Background

1.1 The Motown Music Night is an outdoor evening music event designed to bring the community together for a relaxed and enjoyable summer experience in Garth Park. Motown was selected as the featured genre after placing second in the 2025 public music poll, reflecting strong community interest. The event will provide live entertainment in a family-friendly setting, encourage community engagement.

2. Overview

2.1 The Princes of Motown will be performing from 7pm until 10pm on Saturday 18th July 2026 with classic Motown hits, from smooth soul to upbeat anthems, it's going to be a fantastic evening! Garth Park Kitchen (and their tuk tuk) will be the main food provider for the evening and other stall holders will be present such as a coffee van, mobile bar and sweet treat stall – this has all been agreed with Garth Park Kitchen.

2.2 Event plan attached.

The Working Party is **RECOMMENDED** to **NOTE** on this report.

Appendix 1



Main Contact: Isobel May | [REDACTED]

Secondary Contact: Paul Canning | [REDACTED]

Location:
Garth Park
Launton Road
OX26 6PS

Date	Time	Function	Location
17/07/2026		Toilets, bins and tower lights arrive	Garth Park
18/07/2026	10:00am	Main Stage arrives and is erected, sound and lighting set up	Garth Park
18/07/2026	2:30pm	BTC Staff arrive	Garth Park
18/07/2026	3:00pm	Vendor earliest arrival point	Garth Park
18/07/2026	4:00pm	Band arrive	Garth Park
18/07/2026	4:30pm	All vehicles to be removed from the site	Garth Park
18/07/2026	5:00pm	First Aid and Security arrive	Garth Park
18/07/2026	5:30pm	Team meeting, first aid, staff and security	Garth Park
18/07/2026	5:45pm – 6:00pm	Gates open	Garth Park
18/07/2026	6:30pm	Event open to public and Eddy arrives	Garth Park
18/07/2026	7:00pm	Event starts	Garth Park
18/07/2026	7:30pm	Gate closed to public	Garth Park
18/07/2026	10:00pm	Music to finish	Garth Park
18/07/2026	10:30pm	Site clears down	Garth Park
18/07/2026	11:00pm	Security to leave	Garth Park
18/07/2026	11:30pm	First Aid and Security leaves	Garth Park
18/07/2026	12:00am	Site closure	Garth Park
18/07/2026	7:30am – 09:00am	Sight Tech to pick up left over equipment	
20/07/2026		Bins picked up	Garth Park

Summary

A night of Motown from the Princes of Motown
They will be having 2 x 10 min breaks during their performance

Staff Rota

Name	Start Time	Finish Time	Role / Responsibility
Isobel May	2:30pm	Finish	Oversee event
Paul Canning	5:00pm	Finish	Oversee event
Viktorija Kovale	5:00pm	Finish	Assist with scanning tickets & clear down
Trevor Longfield	5:00pm	Finish	Assist with scanning tickets & clear down
Mick or Conor	2:30pm	Finish	Oversee set up / Clear down
Outdoor team	2:30pm	Finish	Set up / Clear down

(Rubbish to be done on PM shift/ litter pick throughout the day)

All staff to wear suitable clothing, BTC uniform with High Vis jacket.

Complaints/ Lost and Found persons: All BTC staff, volunteers, vendors to report to BTC event lead.

Car Park to remain closed for set up and duration of the event, staff parking will be available at Bicester Green.

Set Up

BTC Outdoor team to action the below the week of the event:

- Signs put on all gates to state park will be closed on 18th July due to Motown Music Night and GPK will remain open until 3pm (they will open the front pedestrian gates)
- Barrier off spaces for toilets to go in GPK car park

BTC Outdoor Team to set up Garth on the day:

- Barriers to be in correct areas
- CDC bins and tower lights to go in correct areas
- Ensure black bin bags are available for staff scanning the tickets to hand out
- Create dance area with red rope (from AFD) around football penalty size and remove once event has started, add signs of dance area
- No glass sign to be put on gates and throw away rubbish signs to go up around the park
- Open toilets and put up signs
- Ensure fire extinguishers are around for the guitar sparks
- Tables near BTC Gazebo for staff to hand out bin bags
- Create a smoking area and put the signs up

BTC Team:

- Assist outdoor team
- Scan tickets and hand out black bin bags

Derig

All BTC staff to clear away gazebos, stalls and rubbish.

- Barriers
- Dance area roped off
- Way in for public
- Stalls/Vendors
- Lights
- Bins
- Sight tech view
- Security table /gazebo
- BTC gazebo
- Toilets
- Tables
- Stage
- Public area
- First Aid
- Smoking area



Stalls

Vendor	Name	Contact Details	Type	Fee	Booking Form Received
Access First Aid			First Aid		N/A
Little Fizz Van			Cocktail / drinks bar		Yes
Fudge Sake			Homemade baked goods		Yes
Garth Park Kitchen					N/A

- All vendors to have black bag given to them for any rubbish
- Stall holders have from 3pm – 4:30pm to set up

AV

Sight Technical Support Ltd will be providing a screen and PA system

Set up time: 10am

Derig time: 10:30pm

Suppliers

Company	Providing	Name	Contact Details	Location
Access First Aid	First Aid			Garth Park
Beauty and Bicester	Photographer			N/A
Princes of Motown	Music			
Newmans	Security x 10			Garth Park
Tulu	25 x cold chem, 2 x urinal - including disabled			Garth Park Car Park
Sight Tech	AV/staging/lighting			Garth Park

CDC Bins	3 x 1100L Bins		Garth Park
Paragon	3 x Lights		Garth Park

Licensing

Public Performance License (PPL) – YLL-2720433663

Safety Advisory Group (SAG) – SAG000088

Premises License – PRM0923

Other Considerations:

(Risk Assessments) - Available on request



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 17th June 2026

Chair:

Contact: 01869 252915 |

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Family Fun Day (Teddy Bears Picnic)

1. Background

1.1 Each year, Bicester Town Council hold a family fun day in Garth Park. The event is designed to be family-friendly, ensuring that everyone, from young children to grandparents, can enjoy the day together. After the success of last years Family Fun Day, Bicester Town Council will be bringing back the Teddy Bears Picnic!

2. Overview

2.1 Bicester Town Council are proud to announce that Bicester Mortgage and Insurances are sponsoring the event! For this year we will be doing a similar layout and activities.

- **Picnic Areas:** Families are encouraged to bring their own picnic baskets and enjoy a meal together in designated picnic areas. It's a great opportunity to relax and enjoy the beautiful surroundings of Garth Park.
- **Games and Activities:** There will be a variety of games and activities for children, including face painting, crafts, and interactive games. These activities are designed to keep the kids entertained and engaged throughout the day.
- **Refreshments:** Food and drink will be available from Garth Park Kitchen and their tuk tuk. There will be a few other stalls being available for refreshments and sweet treats.
- **Photo Opportunities:** There will be plenty of opportunities to take memorable photos with your teddy bears and family. Special themed areas Will be set up.
- **Teddy Bear Competition:** Last year we had name the Teddy Bear and for this year we will think of a similar game to raise money for the mayors chosen charities.

2.2 Event plan attached.

The Working Party is **RECOMMENDED** to **NOTE** on this report.

Appendix 1



Main Contact: Isobel May | [REDACTED] Location:
Garth Park
Secondary Contact: Paul Canning | [REDACTED] Launton Road
OX26 6PS

Date	Time	Function	Location
04/08/2026		Toilets arrive	Garth Park
05/08/2026	7:00am	Teacups arrive	Garth Park
05/08/2026	7:00am	Outdoor team set up	Garth Park
05/08/2026	9:00am	Vendors arrive	Garth Park
05/08/2026	10:00am	Bouncy castle arrives	Garth Park
05/08/2026	10:30am	First aid arrives and vehicle movement STOP	Garth Park
05/08/2026	10:45am	Eddy arrives	Garth Park
05/08/2026	11:00am	Event opens to the public	Garth Park
05/08/2026	4:00pm	Event Closure, park clearance vehicle movement allowed when public are clear	Garth Park
05/08/2026	4:15pm	First Aid leave site	Garth Park
06/08/2025		Toilets picked up	Garth Park

Summary

The Teddy Bears picnic is back! The day will consist of activities, entertainment and lots of bears!
Bicester Mortgage and Insurances are sponsoring the event

Staff Rota

Name	Start Time	Finish Time	Role / Responsibility
Isobel May	7:00am	5:10pm	Oversee event
Paul Canning	8:40am	5:10pm	Oversee event
Viktorija Kovale	8:40am	5:10pm	Help if needed
Chloe Challenger	8:40am	5:10pm	Help if needed
Tanya Govorusa	8:40am	5:10pm	Help if needed
Michael Lee	4:00pm	5:00pm	Oversee set up / clear down
Conor Pattison	7:00am	10:30am	Oversee set up / clear down / wear bear suit
Outdoor team x 8	7:00am	4:00pm	Set up / gate watcher

(Rubbish to be done on PM shift/ litter pick throughout the day)

All staff to wear suitable clothing, BTC uniform with High Vis jacket.

Complaints/ Lost and Found persons: All BTC staff, volunteers, vendors to report to BTC event lead.

Car Park to remain closed for set up and duration of the event, staff parking will be available at Bicester Green/Yard.

Set Up

- Gates to be closed for set up and opened before 11am, park will remain open for the duration of the event
- Put signs out week before to state the park will be closed until 11am on Wednesday 5th August.
- Barrier off spaces in GPK Car park for the toilets

BTC Outdoor Team to set up Garth on the day:

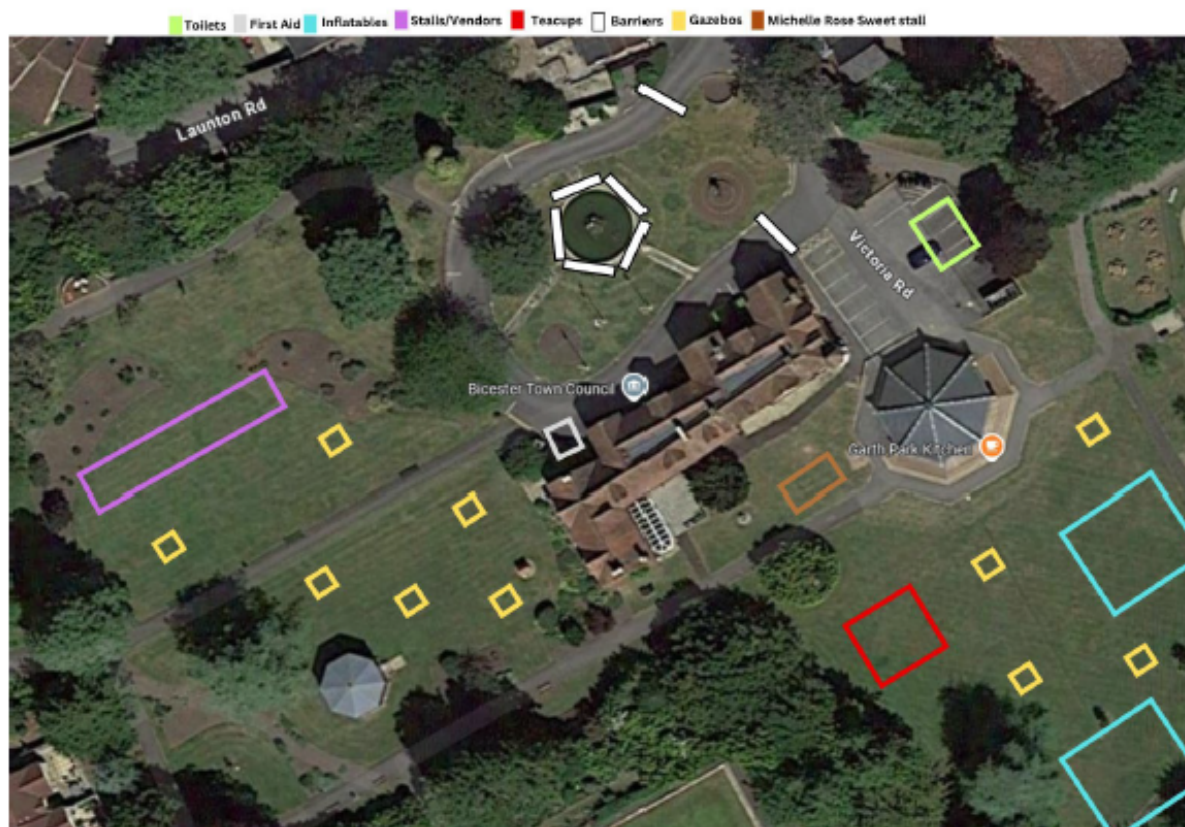
- Dot 10 x gazebos with weights around park for use of shade
- Barriers to be in correct areas
- No parking signs to be put up
- PA System to be set up and to play background music
- 1 x outdoor team member to be on the gate to ensure no cars try to park in GP after gates have been opened
- Put decorations out
- 2 x table for BTC in bandstand
- Conor to wear the bear suit

BTC Team:

- Set up bandstand with teddies and raffle
- Put tablecloth on tables in bandstand
- Donation buckets for Bears

Derig

All BTC staff to clear away gazebos, stalls and rubbish.



Stalls

Vendor	Name	Contact Details	Type	Fee	Booking Form Received	Require Table & Gazebo
BTC	BTC	BTC	Teddy stall	N/A	N/A	N/A
Access First Aid			First Aid		N/A	N/A
Garth Park Kitchen					N/A	N/A
Bicester Mortgage & Insurances					N/A	N/A
Loraso Ice Cream			Ice cream van		Yes	N/A
Fairground			Candy Floss & Sweets, Teacups / Toy Set / kiosk & chips		N/A	N/A using our power
Guide Dogs for the Blind			Charity Stall		Yes	N/A
Home-Start			Charity Stall		Yes	N/A
Sand Art Studio			Sand art stall		Yes	N/A
Teddies for Loving Care			Charity stall		Yes	N/A
Cherwell Cats Protection			Charity stall		Yes	N/A
Bicester Face Painting			Face painter		N/A	N/A

Unique 3D		3D Printed items		Yes	N/A
Nai's Coffee		Coffee Van		Yes	N/A
The Mill Arts Centre		Theatre group stalls		N/A	N/A
Young People at Heart		Charity stall		Yes	N/A

- All vendors to have black bag given to them for any rubbish

AV

BTC to use in house PA system to play background music

Activities and Entertainment

- 12ft x 12ft Bouncy castle*
- Giant connect 4*
- Double inflatable archery*
- Giant jenga*
- Mega buzzer*
- Bubbleologist
- Face Painter
- Candy Floss and Sweets stall
- Teacups
- Sand art

*come with activity supervisor

Suppliers

Company	Providing	Name	Contact Details	Location
Access First Aid	First Aid			Garth Park
Funtime Bounce	Entertainment			Garth Park
Enchanted Performers Theatre Company	Entertainment			Garth Park
Bicester Face Painting	Face Painter			Garth Park
Tulu	3 x cold chem, 1 x disabled			Garth Park
Fairground	Stall/games			GPK CP

Miscellaneous

Vehicle / Equipment	Provided by	Name	Contact Details	Location	Time
Teacups	Fairground	Michelle Rose			

Licensing

Public Performance License (PPL) – YLL-2720433663

Safety Advisory Group (SAG) – SAG000091

Premises License – PRM0923

Other Considerations:

(Risk Assessments and Road Closures) - Available on request



BICESTER TOWN COUNCIL

EVENTS WORKING PARTY REPORT

Wednesday 17th June 2026

Chair:

Contact: 01869 252915 |

Officer: Isobel May

Contact: 01869 252915 | isobel.may@bicester.gov.uk

Ward Affected: All

Elton John Music Night Report

1. Background

1.1 The Elton John Music Night is an outdoor evening music event designed to bring the community together for a relaxed and enjoyable summer experience in Garth Park. Elton John was selected via the Bicester Town Councillors as a vote in a poll with various other genres.

2. Overview

2.1 Ultimate Elton will take to the stage at 7:40pm, with support act Malish opening the evening from 7:00pm. Garth Park Kitchen, including their tuk tuk, will be the main food provider throughout the event. In addition, a range of other vendors will be on site, including a coffee van, mobile bar and sweet treat stall. These arrangements have been agreed with Garth Park Kitchen to ensure a varied and enjoyable catering offer for attendees. Toilet facilities, first aid provision and security arrangements will be in place, and the event is expected to provide a lively and family-friendly atmosphere for residents and visitors alike.

2.2 Event plan attached.

The Working Party is **RECOMMENDED** to **NOTE** on this report.

Appendix 1



Main Contact: Isobel May | [REDACTED]

Secondary Contact: Paul Canning | [REDACTED]

Location:
Garth Park
Launton Road
OX26 6PS

Date	Time	Function	Location
21/08/2026		Toilets, bins and tower lights arrive	Garth Park
22/08/2026	10:00am	Main Stage arrives and is erected, sound and lighting set up	Garth Park
22/08/2026	2:30pm	BTC Staff arrive	Garth Park
22/08/2026	3:00pm	Vendor earliest arrival point	Garth Park
22/08/2026	4:00pm	Band arrive	Garth Park
22/08/2026	4:30pm	All vehicles to be removed from the site	Garth Park
22/08/2026	5:00pm	First Aid and Security arrive	Garth Park
22/08/2026	5:30pm	Team meeting, first aid, staff and security	Garth Park
22/08/2026	5:45pm – 6:00pm	Gates open	Garth Park
22/08/2026	6:30pm	Event open to public and Eddy arrives	Garth Park
22/08/2026	7:00pm	Event starts with Malish	Garth Park
22/08/2026	7:30pm	Malish performance ends and gate closed to public	Garth Park
22/08/2026	7:40pm – 8:40pm	1 st Elton performance	
22/08/2026	9:00pm – 10:00pm	2 nd Elton performance	
22/08/2026	10:00pm	Music to finish	Garth Park
22/08/2026	10:30pm	Site clears down	Garth Park
22/08/2026	11:00pm	Security to leave	Garth Park
22/08/2026	11:30pm	First Aid and Security leaves	Garth Park
22/08/2026	12:00am	Site closure	Garth Park
22/08/2026	7:30am - 09:00am	Sight Tech to pick up left over equipment	
24/08/2026		Bins picked up	Garth Park

Summary

A night of Elton John

Malish will be doing a 30 minute set as a supporting act

Staff Rota

Name	Start Time	Finish Time	Role / Responsibility
Isobel May	2:30pm	Finish	Oversee event
Paul Canning	5:00pm	Finish	Oversee event
Chloe Challenger	5:00pm	Finish	Assist with scanning tickets & clear down
Tanya Govorusa	5:00pm	Finish	Assist with scanning tickets & clear down
Trevor Longfield	5:00pm	Finish	Assist with scanning tickets & clear down
Mick or Conor	2:30pm	Finish	Oversee set up / Clear down
Outdoor team	2:30pm	Finish	Set up / Clear down

(Rubbish to be done on PM shift/ litter pick throughout the day)

All staff to wear suitable clothing, BTC uniform with High Vis jacket.

Complaints/ Lost and Found persons: All BTC staff, volunteers, vendors to report to BTC event lead.

Car Park to remain closed for set up and duration of the event, staff parking will be available at Bicester Green.

Set Up

BTC Outdoor team to action the below the week of the event:

- Signs put on all gates to state park will be closed on 22nd August due to Elton John Music Night and GPK will remain open until 3pm (they will open the front pedestrian gates)
- Barrier off spaces for toilets to go in GPK car park

BTC Outdoor Team to set up Garth on the day:

- Barriers to be in correct areas
- CDC bins and tower lights to go in correct areas
- Ensure black bin bags are available for staff scanning the tickets to hand out
- Create dance area with red rope (from AFD) around football penalty size and remove once event has started, add signs of dance area
- No glass sign to be put on gates and throw away rubbish signs to go up around the park
- Open toilets and put up signs
- Ensure fire extinguishers are around for the guitar sparks
- Tables near BTC Gazebo for staff to hand out bin bags
- Create a smoking area and put the signs up

BTC Team:

- Assist outdoor team
- Scan tickets and hand out black bin bags

Derig

All BTC staff to clear away gazebos, stalls and rubbish.

-  Barriers
-  Dance area roped off
-  Way in for public
-  Stalls/Vendors
-  Lights
-  Bins
-  Sight tech view
-  Security table /gazebo
-  BTC gazebo
-  Toilets
-  Tables
-  Stage
-  Public area
-  First Aid
-  Smoking area



Stalls

Vendor	Name	Contact Details	Type	Fee	Booking Form Received
Access First Aid			First Aid		N/A
Fudge Sake			Homemade baked goods		Yes
Nai's Eatery			Coffee Van		Yes
Garth Park Kitchen					N/A

- All vendors to have black bag given to them for any rubbish
- Stall holders have from 3pm – 4:30pm to set up

AV

Sight Technical Support Ltd will be providing a screen and PA system

Set up time: 10am

Derig time: 10:30pm

Suppliers

Company	Providing	Name	Contact Details	Location
Access First Aid	First Aid			Garth Park
Beauty and Bicester	Photographer			N/A
Ultimate Elton	Music			
Newmans	Security x 10			Garth Park
Tulu	25 x cold chem, 2 x urinal - including disabled			Garth Park Car Park
Sight Tech	AV/staging/lighting			Garth Park

CDC Bins	3 x 1100L Bins		Garth Park
Paragon	3 x Lights		Garth Park

Licensing

Public Performance License (PPL) – YLL-2720433663

Safety Advisory Group (SAG) – SAG000093

Premises License – PRM0923

Other Considerations:

(Risk Assessments) - Available on request