



Historic Royal Palaces is the charity that looks after:

Tower of London
Hampton Court Palace
Banqueting House
Kensington Palace
Kew Palace
Hillsborough Castle

We help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

We raise all our own funds and depend on the support of our visitors, members, donors, sponsors and volunteers.

Brief for Pop-Up Castle at The Balmoral Show 2019



1 INTRODUCTION TO HISTORIC ROYAL PALACES

Historic Royal Palaces (HRP) is a registered charity responsible for the care, conservation and presentation to the public of the unoccupied royal palaces: HM Tower of London, Hampton Court Palace, Kensington Palace State Apartments, the Banqueting House at Whitehall and Kew Palace with Queen Charlotte's Cottage. HRP assumed management of Hillsborough Castle, official residence of HM The Queen in Northern Ireland and residence of the Secretary of State for Northern Ireland.

HRP does not receive any government funding and derives its income principally from admission, retail, function, sponsorship and other commercial activities. For further information please visit: www.hrp.org.uk.

Our Public Engagement programme creates opportunities for all people to explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

2 INTRODUCTION TO POP-UP CASTLE

Hillsborough Castle is embarking upon a major development programme to re-present the Castle and Gardens, enhance the site facilities and develop a public programme for a diverse range of audiences, with assistance from the Heritage Lottery Fund.

In line with our Heritage Lottery funded Activity Plan, we are creating learning and engagement programmes, which, for the first time, will make Hillsborough Castle accessible and engaging for all. One part of this is a project called Pop-up Castle, aiming to remove some barriers that prevent people from visiting and increasing awareness of HRP and what we do.

We are seeking to appoint a facilitator/company to develop and deliver 2 'walkabout' characters which will engage, surprise and entertain families & visitors at the Balmoral Show in May 2019.

2.1 Project aims

- Creation and delivery of two walkabout characters, based on two historical people, which will engage families and visitors in fun, surprising and engaging ways during the Balmoral Show.
- Widen Hillsborough Castle's reach and increase awareness of the ongoing project to open the castle's doors to everyone.
- Create a fun & unique experience using the stories and characters from Hillsborough's history.
- Hillsborough Castle will become known as a site offering a high quality, engaging and accessible family programme.
- The project will help to break down some of barriers which prevent people from visiting.

2.2 Project target audience

- Families with children aged 12 and under.

2.3 Project structure

- Pop-Up Castle project co-ordinator - Benen Dillon. Primary contact.
- Learning Producer - Maria Magill, Project Manager.



- Assistant Learning Producer – Lisa Duggan, project support for development, and operational delivery.

2.4 Project timings

Date	Activity
8 th February 2019	Brief issued.
20 th February 2019	Deadline for any questions pertaining to the brief.
28 th February 2019	Deadline for responses to brief.
8 th March 2018	Facilitator appointed.
13 th March 2018	Site visit Kick-off meeting with Learning Producer & Pop-up Castle Co-ordinator.
22 nd March 2019	Draft developed for script/plan, resources & set proposal received.
8 th April 2019	Final script/plan, resources & any design received.
Week commencing 22 nd April 2019	Pre delivery operational meeting (if required).
15 th – 18 th May 2019	Delivery of performances on all days.
Week commencing 20 th May 2019	Debrief and feedback meeting with Pop-Up Castle Co-ordinator.

3 OUR REQUIREMENT

3.1 Overview of the goods/services required of the supplier/artist/contributor

- Write a short performance based script that encourages active participation from families, primarily suitable for families with children aged 12 & under, but will engage all audiences.
- 2 x actors to deliver “walkabout” performances on 15th – 18th May 2019.
- Design, create and provide all props required for the delivery of each performance.
- Provide period appropriate costume for both actors.
- Performance should facilitate active participation and be responsive to engagement from the audience.
- The characters should be based Hillsborough Castle’s history, in this instance Lady Salisbury and her groom/stable hand.
- Install and take down of everything required for the walkabout performances.

3.2 Detailed requirements

3.2.1 Content requirements

- The company is to plan, produce and deliver the content for the “walkabout characters” in response to the brief.
- Delivery will take place during 15th – 18th May 2019, at the Balmoral Showgrounds, Balmoral Park.
- Performers are expected to cover wide and differing areas throughout the opening hours of the show, engaging visitors en route.
- Performers will take agreed breaks as outlined and agreed on appointment.
- The content must be well researched and directly connected to the site and its history. The Learning Producer will provide relevant research information relating to Hillsborough Castle, and the chosen characters where possible.
- Characters and engagement should be fun, participatory and accessible for all.



- All props and costumes needed for the delivery of the “walkabout performances” must be supplied.
- Any props or costumes created or purchased specifically for the performance will be retained by HRP after the delivery dates.

3.2.2 Design requirements

- The company will produce any costume & props developed as part of the “walkabout performances”, ensuring they are period appropriate where applicable.
- Any props will comply with the necessary restrictions in place by the venue, Balmoral Show, and HRP. It is envisaged that the characters will creatively respond to the history, audience and unique nature of the Balmoral Show.
- The company will write the script based upon historical information known about Lady Salisbury & Hillsborough Castle.

3.2.3 Technical requirements

- The actors need to be skilled in the interactive delivery of performances to family audiences, differentiating their delivery and audience engagement as necessary.
- If any technology or devices are incorporated into the “walkabouts” the facilitator must provide these.
- Any mobile set works/props must have a complete risk assessment associated, to be signed off by HRP and the Balmoral Show.

3.2.4 Logistical requirements

- The company must independently travel to Hillsborough Castle for all onsite meetings and independently to Balmoral Park for delivery of performances.
- The Pop-Up Castle co-ordinator or other HRP staff member will be present for delivery of the performances during the Balmoral Show.
- All materials, costumes, props, set etc. required for the performances should be provided by the company. An itemised list should be sent well in advance to the Pop-Up Castle Co-ordinator for sign off.
- The company must provide a risk assessment for the props, set and performances in advance of the delivery dates.

3.3 Specific deliverables

- Script for a short (5-7 minute) performance to include, active participation and engagement for visitors to the Balmoral Show, particularly families with children aged 12 and under.
- 2 x actors to undertake each walkabout performance.
- The design & creation of any set, props and any additional resources for all performances.
- Costumes required for both actors, to be period appropriate.
- Performances delivered during Balmoral Show opening hours, on 15th – 18th May 2019.
- Liaison with the Pop-Up Castle co-ordinator to ensure all aspects comply with requirements & stipulations of the Balmoral Show & HRP.
- Installation and take down of all resources.
- Full debrief with the Pop-Up Castle Co-ordinator after the Balmoral Show.
- Any resources or props produced specifically as part of the project to be retained by HRP after delivery has taken place.



4 COPYRIGHT

You should be aware that full details in respect of copyright and Intellectual Property Rights and ownership will be outlined in the contract awarded to the successful company. However, in the interests of transparency we wish to reiterate that HRP expects to retain all rights in the work and/or deliverables produced for or in relation to this project to include the right to use them in the future as we may wish.

5 SAFEGUARDING

If any of the service is delivered onsite at any of the HRP sites or at other sites (e.g. schools, libraries, arts or community centres), then the contractor/supplier or any sub-contractors may be required to undergo the necessary checks. Furthermore, the Contractor/Supplier will agree to comply with HRP Safeguarding Children Policy. This will be supplied by HRP.

6 ROLE AND RESPONSIBILITIES OF HISTORIC ROYAL PALACES

Your primary contact throughout delivery will be Benen Dillon, Pop-Up Castle Co-ordinator & Maria Magill, HRP Learning Producer: Schools, Families & Young People.

The Pop-Up Castle Co-ordinator will:

1. Provide what research is available at the time, regarding Hillsborough Castle, its stories and key historical narratives and individuals.
2. Edit content for the performances, advise on the approach and work collaboratively with the company at key stages during the development process to agree the “walkabout performance”.
3. Create the evaluation form to be given to families on the day.
4. Be the point of contact with the Balmoral Show.

7 BUDGET

Historic Royal Palaces would like to receive tender proposals for the complete delivery of the project.

It is envisaged this would include, but is not limited to:

- All development and script writing for the performance.
- All performances, consisting of 2 actors.
- Design, build, install and takedown of all props.
- Costumes and props, including design and creation where applicable.
- All travel costs incurred.
- All research undertaken, where applicable.
- All rehearsal, set-up/take-down and performance time.
- Debrief after the Balmoral Show.

No additional fees will be paid for travel to Hillsborough Castle, venues for performances, mileage or additional costs incurred in order to deliver as per the above specification.

8 SUPPORTING DOCUMENTS

Appendix 1 – Short biography of Lady Salisbury, intended principal character for the performance.

Appendix 2 – Additional information relating to Lady Salisbury.

9 THE TENDER PROCESS

8.1 Timetable



Stage	Date	Time
Issue brief	8 th February 2019	N/A
Deadline for questions pertaining to the brief	20 th February 2019	12 noon
Deadline for responses	28 th November 2019	12 noon
Appointment of successful facilitator	8 th March 2019	N/A
Kick off meeting & site visit	13 th March 2019	11:00
Performances delivered	15 th – 18 th May 2019	Throughout the day

8.2 Submission of a proposal

Proposals must be submitted by the time and date detailed above.

Your proposal should include the following:

- a) Your proposal including:
 - a. Your creative response.
 - b. Details of your approach to delivering the work.
 - c. Examples of your recent work.
 - d. Detailed breakdown of costs.

Please ensure that if your response is comprised of a number of files that as well as containing a description of the contents these are numbered sequentially in the order it is intended they be viewed.

10 CONTACT

If you have any other questions regarding the requirements or any aspect of the brief please contact Benen Dillon at benenprojects@gmail.com

11 FURTHER NOTES

Before beginning to prepare your proposal, you should be aware of the following terms and conditions in relation to this process:

- a) For the avoidance of doubt, the copyright and related property rights in any content (including logos, stories, images or information) provided to you as part of this invitation shall remain HRP's, regardless of any amendments or development of such content for the purposes of creating a proposal, and shall expressly not be used for any other purpose.
- b) HRP are not obliged to accept the lowest fee proposal or indeed any proposal.
- c) The time and expense incurred in preparing proposals and participating in this invitation to tender exercise is entirely at your own cost. No fee will be paid by HRP, nor reclaim of costs permitted.
- d) The information provided to you as part of this invitation is confidential and should not be publicised or supplied to third parties except in order to obtain advice from professional advisers or prepare costings, unless HRP agree in writing this is permitted.
- e) You should be aware that all contact with HRP should be in line with the processes outlined in this agreement, and that attempts to unlawfully influence, bribe or coerce HRP staff in contravention of the Bribery Act 2010 is not permitted.
- f) You shall be deemed to have fully familiarised themselves with the scope and nature of the contract requirements. Any claim arising out of the failure to do so will be rejected.



- g) You shall not disclose the details or terms of your quotation to any third party.
- h) HRP reserves the right to negotiate with any preferred supplier(s) and change the scope and specification of the requirement as may be necessary.

