



The Rugby Fireworks Show 2025 Concessions Information Sheet

Thank you for your interest in providing concessions services for The Rugby Fireworks Show 2024. The purpose of this information sheet is to set out who we are, what the event is, and what we are looking for our future concessions contractors to provide.

About Us

Rugby 113 Round Table is an unincorporated charitable association made up of young men between the ages of 18-45. While primarily a membership organisation, we also believe in giving back to our local community and so run several public events throughout the year.

The Event

Born out of an idea to help raise funds for local orphan children, The Rugby Fireworks Show has run successfully for over 70 years and has grown to become one of the biggest events in the town's calendar, regularly attended by thousands of residents of the borough and surrounding areas. In 2024, the attendance was just over 5,000 people.

Rugby 113 Round Table runs the event, firstly, as a civic service to the local community so that local people can enjoy a high quality, safe fireworks display for a modest attendance fee, reduce private domestic displays and therefore the potential risks and demand these can place on emergency services.

Secondly, after covering the costs of putting on the event, all proceeds are donated to local charities, good causes, community groups, and individuals in need.

The event has traditionally been held at Whinfield Recreation Ground on Clifton Road in Rugby since 2012, with the permission of Rugby Borough Council. Throughout the day, the park is closed to the public with Gates opening at 4-4:30 pm, for a low-noise children's display held at approximately 6pm, with the main fireworks spectacular following at approximately 6:30-6:40 pm. This year, the event will be held on **Saturday 4th November 2025**.

What are we looking for

Spectators are encouraged to arrive early for the event to avoid overcrowding at the entrance gates and delays getting in. As such, it is necessary to provide customers an incentive to do so. Historically, this has incorporated live entertainment, small mechanical children's rides including food/drink stalls.



Rugby 113 Round Table is reviewing concessions arrangements for the year 2025 and beyond. We propose to allot up to fifteen pitches to a combination of food and entertainment providers who can meet our requirements.

Preference will be given to small local businesses with a connection to the area to encourage the community feel of the event as a showcase of the best the town has to offer.

Specifically, concessions operators will be expected to:

- Be able to cater to a large number of spectators within a window of up to 3 hours
- Hold not less than £5m public liability insurance
- Provide comprehensive risk assessments for approval by the local authority
- Hold an appropriate food hygiene certificate (if applicable)
- Hold valid ADIPS or PIPA certificates in respect of inflatable or mechanical fairground attractions (if applicable)
- Be able to set up, take down, and operate stalls without the need to drive vehicles on the grass at the venue.

As Whinfield Recreation Ground is operated by Rugby Borough Council, and given the timing of the event often lends itself to inclement weather. Rugby 113 Round Table has a responsibility to avoid damage to the ground, minimise all vehicle movements on site, and where possible, limit the same to hard standing and designated vehicle access routes. As such, small, “pop-up” type vendors and no bigger than a typical Ice cream van type vehicle are an ideal fit.

Practical Arrangements and Terms

Successful contractors will be allocated one or more of up to 15 allocated pitches on site as shown in blue below:





While every effort will be made to avoid any duplication or overlap in goods or services offered by concessions providers, pitches are offered on a non-exclusive basis.

The fee chargeable per pitch will be a fixed fee of £250 and no percentage of takings will be charged. Because concessions fees are used to defray costs in advance of putting on the event, all pitch fees are non-refundable in the case of event cancellation or cancellation by the concession's provider. However, in the unlikely scenario that we cancel the event, providers booked for 2025 will have the right of first refusal for a pitch on the same terms the following year.

Next Steps

We very much appreciate your interest in our event and working with us. In the first instance, we would like to invite you submit a brief application outlining your stall and services offered to the email address provided at the bottom of this letter to indicate your interest. We would then invite you to meet with our Event Management Team to discuss further details and where we would be happy to answer any queries you might have.

Next, we would invite you to fill out an application and agreement form, accompanied by the following documents to be provided to us no later than **1st September 2025**:

- £250 Fixed concession fee
- £5m Public Liability insurance
- Comprehensive Risk Assessment for Approval by Rugby Borough Council
- Appropriate Food hygiene certificates (if applicable)
- Valid ADIPS/PIPA for inflatable/mechanical fairground attractions

In the meantime, please do not hesitate to contact us at rugby@roundtable.org.uk

Kind regards,

John Campbell
Event Manager



The Rugby Fireworks Show 2025 Application Form

Your Details:

Please tell us about your business and what you offer.

Proprietors Name	
Proprietors Surname	
Business Name	
Business Type: <i>Please provide a brief description of what you do</i>	
Business Address	
Post Code	
Contact Telephone	
Email Address	
Number of people required to operate your stall	
Do you have your own portable power source?	
Is your Stall/vehicle less than 5 tons /10ft long?	

Appropriate Licensing and Certification:

Please confirm you have provided the following applicable documents.

Document Type	Yes	Not applicable	Expiry date
£5m Public liability insurance			
Comprehensive Risk assessment			
Appropriate Food hygiene certification			
ADIPS			
PIPA			

Declaration

I confirm that we have the appropriate certification, licencing, and indemnity insurance and agree provide the valid supporting documents and to pay a non- refundable concessions fee of £250 to Rugby Round Table 113 by 01/09/2025.

Signature: _____ Name: _____ Date: ____/____/____