



**PENZANCE
COUNCIL**

**PENLEE CENTRE
PENLEE PARK
PENZANCE
CORNWALL TR18 4HE
Telephone: (01736) 363405
Email: info@penzance-tc.gov.uk**

TOWN CLERK: James Hardy

Penzance Council Flag and Banner Rigging Project 2026

NAME OF CONTRACTOR/ORGANISATION:

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All responses should be returned to Penzance Council via email, info@penzance-tc.gov.uk or paper copy to our reception by 4pm on Monday 30th March 2026 marked: Flag & Banner Rigging 2026 – Tender Response.

Tenders received after this time will not be considered.

SPECIFICATION FOR RIGGING AND DE-RIGGING OF PENZANCE SEASONAL TOWN CENTRE AND PROMENADE FLAGS AND BANNERS

- The attached Schedule of Work provides the main details of work required for the rigging, de-rigging and maintenance of the town flags and promenade banners.
- The work will require the use of a “cherry-picker”, transport vehicle and an appropriate number of people to support the contract delivery to ensure that all works associated with the rigging are carried out in a safe manner. The successful rigging contractor retains full responsibility over the safe delivery of the project.
- Evidence of Public Liability Insurance and appropriate vehicle certification must be provided by the successful contractor. Risk assessments must be provided and adhered to, and the successful contractor will be expected to produce brief Method Statements for each activity, copies of which are to be provided to Penzance Council on request.
- Public Liability Insurance, vehicle certification and risk assessment must be returned with the submitted quote. Failure to do so will unfortunately result in exclusion from the appointment process.
- The contractor and crew will be expected to liaise with Penzance Council’s Operations Officer and the flag/banner designers who may wish to attend and or assist with the rigging work.
- Particular notice should be given to the “ongoing monitoring” of both the promenade banners and town flags. This element will require commitment and flexibility from the successful contractor to ensure that damage to the flags, banners, and flag poles is kept to an absolute minimum. Submission of a quote will indicate that the contractor is willing to attend at short notice (attendance within 24 hours of an issue being reported) to rectify reported issues with the flags and banners or in adverse weather conditions as indicated below.
- If you have any questions in relation to this tender document, please email amy.simons@penzance-tc.gov.uk

Rigging of Town Flags – w/c Monday 11th May 2026 onwards TBC by Council Officers

- To fix flags to bamboo poles (estimate numbers between 150). Flags will need to be secured onto bamboo poles to ensure that they remain in place in high or gusting winds.
- Fix bamboo poles with flags into flag-pole holders sited on buildings throughout the town centre (Causewayhead, Alverton Street / Greenmarket, Market Jew Street, Market Place, Chapel Street)
- Carry out regular Inspection (ideally once a day but if other, please specify below) safety checks and on-site maintenance for the duration the flags are displayed, this may on occasion require attendance within 24 hours of notification of an issue (broken poles, flags etc) to rectify. Should weather conditions forecast wind speeds in excess of force 7, the town flags should be wrapped and tied until forecasted wind speeds drop to force 6 or below.

QUOTE: £

Rigging of Promenade Banners – 18th May 2026 onwards TBC by Council Officers

- Collect promenade flags from Council Offices.
- Erect 18 banners on the promenade.
- The Promenade banners Poles have an internal halyard system. The design will make it easier to rig and de rig the flags. The banners will be required to be removed if wind speeds are forecast to gust above 30mph (force 6 – strong breeze on Beaufort scale)
- Carry out regular Inspections (ideally once a day but if other, please specify below) and on-site maintenance for the duration the banners are displayed and temporary removal and storage during periods of high winds.

QUOTE: £

De-rigging of Town Flags & Promenade Flags and banners – by the end of September 2026 TBC by Council Officers

Remove all town flags and promenade banners and return to the relevant buildings for storage – Promenade banners to be de-rigged, folded and returned to the Council Offices.

QUOTE: £

TOTAL QUOTE: £