

STOCKWOOD ILLUMINATED - specialist 3-year contract

Tender Brief

1. Introduction

The Culture Trust has produced Stockwood Illuminated since 2018. First conceived in collaboration with artist Ulf Pederson, we have since developed the light show inhouse, creating a magical trail of light and illumination that weaves its way through the historic grounds of Grade II listed Stockwood Discovery Centre.

As the event is growing year on year, we are now looking for an outdoor light trail specialist to collaborate creatively with us, and oversee the entire event production, installation, management and de-rig for 2025 – 2027. We invite specialist companies to apply for a three-year contract.

Period of Delivery	December 2025/2026/2027
Commission Amount	Up to £75,000 for three year contract
Closing date for Tenders	January 31 st 2025
Location	Stockwood Discovery Centre, Luton

2. The Brief

We are inviting submissions from outdoor light trail specialist to create a bespoke light trail for the 2025, 2026 and 2027 Stockwood Illuminated Trails.

We are looking for a company who have a track record for original site-specific work of this type and who will set artistic vision for the three years and will then design, produce and deliver the event each year to a very high standard.

Illuminated is a site-specific trail that takes place across a 12-day period every December, transforming the Discovery Centre Site with illuminated installations, music, and captivating site specific light art. New features appear each year and there is a tried and tested route that is fully accessible and is supported by hospitality and customer services.

We seek an artistic vision and the development of an original site-specific trail that builds on existing success of Illuminated and relates to Luton and the Heritage/Museum site which evolves over three years and enables community interaction and customer satisfaction.

Location: Stockwood Discovery Centre, London Road, Luton, LU1 4LX

<https://www.culturetrust.com/whats-on/stockwood-illuminated-2>

Site: <https://www.google.com/maps/place/Stockwood+Discovery+Centre/@51.8664014,-0.4256938,17z/data=!3m1!4b1!4m6!3m5!1s0x48764864729f148f:0xb5d03fb5ecef8d9!8m2!3d51.8664014!4d->



[0.4231189!16zL20vMGc4aHFq?entry=ttu&g_ep=EgoyMDI0MTEyNC4xIKXMDSoASAFAQAw%3D%3D](https://www.culturetrust.com/0.4231189!16zL20vMGc4aHFq?entry=ttu&g_ep=EgoyMDI0MTEyNC4xIKXMDSoASAFAQAw%3D%3D)

All tenders should include a proposal that outlines an artistic vision for the light trail and ensure that outdoor light and illumination is an integral feature. The performance should deliver to our mission to 'connect communities through culture' and target a diverse family audience.

We are inviting proposals from local and national organisations who can match the scope and scale of previous trails, responding to the beautiful and historic surroundings of Stockwood Discovery Centre, its heritage and Luton' specific characteristics

Your proposal will be family friendly and reflective of the diverse communities of Luton. It should be interactive, contemporary and playful and look to surprise and delight visitors of all ages. It should also consider The Culture Trusts long term ambition of Stockwood Discovery Centre being a Net Zero site.

3. The Culture Trust Luton

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is **'to connect communities through culture'**. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. We attract over 250,000 visits per annum to our sites: The Hat Factory Arts Centre, Hat House and Hat Works creative workspace, Wardown House Museum & Gallery and Stockwood Discovery Centre Gardens & Museum.

We present multi-cultural and year-round programme of events, exhibitions, workshops and performances. We co-produce activity with our community, partners, Museum Makers volunteers and team of cultural experts. We support creative talent and skills by providing opportunities, platforms and cultural career progression for over 15000 young people. We care for a collection of over 90,000 museum objects and 1.5 million photographs and maps.

We hold the most extensive and complete hat and headwear collection in the UK and the best collection if Ian Hamilton-Finlay sculptures in England. We own and care for listed heritage sites, buildings and gardens and we are committed to the adaptive re-use of heritage for cultural purposes and community use. As a charity, we are able to use our valuable core funding from Luton Rising and Arts Council England to lever additional funding into cultural activity in Luton, heritage care and conservation and in celebrating our diverse communities through culture.

For more information about the Culture Trust, Luton visit www.culturetrust.com

4 . Contract Fee



A maximum contract fee of **£75,000** is available for the complete service delivery from planning to completion 2025-2027. All costs of the trail must be included in this fee. Some technical support, provided by the Culture Trust technical team will be available for the successful application.

All lighting, cabling, structures, artwork and ancillary items should be included in the tender as well as staffing, installation and health and safety items.

5. The Tender Process

All proposals will be assessed by The Culture Trust creative team and will be assessed on the following criteria: artistic quality, ambition and innovation, sustainability and logistical viability, value for money and site-specific suitability.

Timescales

Date	Event
December 9 th 2024	Tender open
December 13 th – December 20 th 2024	Stockwood Illuminated 2024 Site Visits (available upon request)
January 31 st 2025 (noon)	Closing date for Tender submissions
Week Commencing 3 rd March 2025	Contract awarded

Need To Know

- Your proposal needs to be family friendly and reflective of the diverse communities of Luton.
- It needs to proactively attract and work as an experience for 10,000 – 15,000 people per annum.
- We encourage applicants to think about using sustainable materials where possible. Proposals will be selected in part on how little impact they make on the environment and how they reflect the long term sustainability goals of The Culture Trust and Stockwood Discovery Centre.
- The Culture Trust will support the event by providing event management, stewarding and catering services.

Thank you for your interest in this opportunity, we look forward to receiving your proposal.

For more information or a site visit to see Illuminated 2024, please contact ashley.bishop@culturetrust.com. Assessment Criteria

Assessment area	The information you should include in your tender	% of assessment
40% COST:	A fixed fully inclusive fee for the work. Include a full break-down of costs - this should include staffing and all infrastructure costs (see section 4)	40%
60% EXPERIENCE, SKILLS & ABILITY	Proposal Outline. A full outline of your proposal (that addresses the brief see section 2) An outline of how you plan to minimise the environmental impact of the work.	40%
	Letter of application Outlining your relevant experience and track record in event design and production. Developing and successfully delivering/completing work similar to this brief. <ul style="list-style-type: none"> · CVs for the artist(s) undertaking the work and days allocated to each task · 3 previous examples of related work. information about your work and practice to include images and video content of previous work. · Details of your status as a business / self-employed. 	20%
	Two references from a client who has commissioned you for work similar to this brief in the last two years.	
	Availability to meet timescale, outlining the start and finish date	

Please send your tender to ashley.bishop@culturetrust.com by close of play on the 31st January 2025.

Emailed tenders will be accepted if the tender is in one PDF document - not sent as separate attachments.

All materials submitted should be clearly labelled with the companies name and contact details.

Tendering companies are responsible for the cost of delivering applications.

Late tenders will not be accepted.

Our work is supported, with thanks from;



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**ARTS COUNCIL
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