



REQUEST FOR QUOTES MEDIEVAL ARCHERY SCHOOL - UPPER CANADA VILLAGE'S MEDIEVAL FESTIVAL

Upper Canada Village is looking to secure a **Medieval ARCHERY SCHOOL** to perform Medieval Archery demonstrations and hands-on archery lessons for visitors in a safe and controlled environment at its annual three-day Medieval Festival in June of 2019.

BACKGROUND

Once a year, the St. Lawrence Parks Commission (SLPC) hosts a three-day Medieval Festival at one of the historic attractions it operates, Upper Canada Village. Each June, in fields adjacent to Upper Canada Village, a large medieval encampment-like setting is temporarily erected, brimming with both entertaining and educational experiences. The grounds are brought to life with a well-rounded host of hired medieval characters including soldiers, civilians, artisans, buskers, magician, actors, animal keepers, musicians, dancers and comedic jesters. Numerous tents, stages, weapons of war and other props complete the setting, and a marketplace with a variety of medieval vendors adds to the festivities. The feature attraction of the festival each year is the exciting action-packed entertainment put on by a colourful troupe of Jousting Knights on horseback.

IMPORTANT: To achieve a rich and festive Medieval atmosphere on the grounds, Upper Canada Village looks for performers and presenters who are talented/knowledgeable at their respective craft, appropriate in Medieval dress and demeanor, and whose overall onsite presence provides a highly engaging and visual impact to the setting.

Upper Canada Village's Medieval Festival has seen over 10,000 visitors over the course of the three-day event. The Festival is attended primarily by families on Saturday and Sunday, and by groups of students aged 8 to 10 on Monday.

2019 Medieval Festival Dates:

Saturday, Sunday & Monday, June 8, 9 & 10

Festival Hours:

9:30 a.m. to 5:00 p.m. Saturday and Sunday

9:30 a.m. to 3:30 p.m. Monday

Location:

Upper Canada Village

c/o St. Lawrence Parks Commission

13740 County Road 2

Morrisburg ON K0C 1X0

PLEASE SEE ATTACHED FOR DETAILS ON WHAT TO PROVIDE IN YOUR QUOTE.

QUOTE PERFORMANCE DETAILS – MEDIEVAL ARCHERY SCHOOL

The St. Lawrence Parks Commission (SLPC) is inviting qualified **MEDIEVAL ARCHERY SCHOOLS** to submit a detailed quote to supply a minimum of five skilled and certified archery instructors to perform demonstrations and hands-on lessons on archery in the Medieval time period for visitors at Upper Canada Village's Medieval Festival in 2019. Your quote will be evaluated on how well you meet the requirements as outlined below. Your fees and compensations will also be taken into consideration but may or may not be the deciding factor.

For this reason, **PLEASE RESPOND TO EACH OF THE REQUIREMENTS LISTED BELOW IN AS MUCH DETAIL AS POSSIBLE ON YOUR QUOTE.**

1. CONTACT INFO

Please provide your full name and contact details (email and phone number).

2. PERFORMER/PROFESSIONAL NAME

Please provide the "performer" or professional name of you or your group.

3. OTHER MEMBERS (if applicable)

Please provide the name(s) and/or number of any other members or instructors who will be in attendance with you at the Festival, and his/her role(s).

4. PRESENTATION STYLE

Please describe the type of Medieval-themed archery demonstrations and lessons you provide, including

- a) The style(s) of archery you teach
- b) The number of visitors you estimate can be accommodated in an hour, per day, etc.,
Please note you will not be charging visitors a fee, your compensation will come in a flat fee paid by the SLPC to you for your service.
- c) Lunch and/or break requirements (please note one or more breaks may be stipulated by the SLPC to accommodate other conflicting performances or activities at the festival).
- d) Indicate the Medieval time period(s) & geographic/cultural origin(s) your act represents

5. WHAT ITEMS YOU BRING AS PART OF YOUR PERFORMANCE ON SITE

Please describe any safety equipment, props, materials, shelter or other visual aids or sound equipment as applicable that you would be bringing as part of your participation/performance.

6. WHAT UPPER CANADA VILLAGE NEEDS TO PROVIDE TO SUPPORT YOUR PERFORMANCE

Please describe all space requirements you would expect Upper Canada Village to provide for you to perform Medieval Archery demonstrations and lessons. (i.e. size of area needed to perform, any staging, shelter, barriers, etc.)

7. PHOTOGRAPHS AND/OR VIDEO

Please provide 2 or more photographs and/or video links that best depict your performance, (we are looking to see your full costume(s) and space set up, a snapshot of your performance "in action" in a festival setting if possible).

8. TRAINING/EXPERIENCE

Please tell us about you and your group members' training and/or experience in instruction and performing as a Medieval Archery School, including number of years, the places or festivals you have performed at, experience working with other performers, any awards, ratings or acknowledgments received, etc.

9. REFERENCES

Please provide two or more references.

It is mandatory that performers who participate in Upper Canada Village's Medieval Festival as described above are in full character (costume) at the festival ALL 3 DAYS it is open. Participating performers will be asked to sign a model release form.

It is up to Performers to acquire any appropriate insurance as required for their style of performance for themselves and/or members of their group.

QUOTE REMUNERATION DETAILS – MEDIEVAL ARCHERY SCHOOL

Please provide you or your group's fee and/or other compensation for participating as outlined above, for all three days of the festival in 2019.

1. **Fee and Payment Terms:**
(Please include HST number if applicable)
2. **Who the cheque would be payable to:**
(Please include full name and complete address)
3. **Other compensation (if applicable):**
(in addition to your fee above)

PLEASE EMAIL YOUR QUOTE UNDER THE SUBJECT HEADING "MEDIEVAL ARCHERY SCHOOL"
NO LATER THAN: February 19, 2019
TO jancis.sommerville@parks.on.ca

SUCCESSFUL BIDDERS WILL BE NOTIFIED BY THE END OF FEBRUARY, after which a contract will be prepared for signature as final confirmation of participation.