

23 February 2022

**EXPRESSIONS OF INTEREST – Project Scope of Work and Submission Requirements**

**Event Coordination: Festival of Place – Summer Nights**

Uralla Shire Council was successful in applying for a grant of \$5000 for each of three events to promote outdoor community-focussed events. Council seeks expressions of interest from event coordinators (who may be individuals, a business, or part of a community group) for event coordination.

EOIs may be submitted for one, two or all three events.

**Project #1: Trial night markets in Hill Street, Uralla**

**Anticipated time and date of event:** Any evening before 30 April 2022

**Venue:** Hill Street, Uralla 2358 (section to be closed off to traffic)

**Project #2: Foodie Event in Alma Park, Uralla**

**Anticipated time and date of event:** Any evening before 30 April 2022

**Venue:** Alma Park, cnr Queen St and Hill Street, Uralla 2358

**Project #3: Night-time event at Bundarra Multipurpose Courts**

**Anticipated time and date of event:** Any evening before 30 April 2022

The events are intended to draw locals and visitors to the town and encourage patronage of local shops and venues, boosting evening night-time activity and benefit local businesses. Events will incorporate live music or other family-friendly entertainment to draw community participation from all age groups and appeal to people of diverse backgrounds. Events will support community connection and well-being, and provide opportunities for local musicians and performers.

The night markets and foodie picnic events in Uralla are intended to boost the local economy by providing an opportunity for local artisan makers and producers to showcase their wares, celebrating the diverse range of products being made in the Shire

The night-time event planned for Bundarra will utilise the new multipurpose courts and will encourage community members to engage with the new space and foster a stronger sense of connection and ownership of the community asset.

**Each EOI should include:**

- Details of the applicant (contact name and/or group or business name) ABN, address and contact details
- A short summary of relevant event experience
- Proposed date for the event
- Description of proposed event and methodology for co-ordination in line with EOI guidelines
- High level budget demonstrating that the event can be held within the \$5000 budget
  - organiser's costs to plan, promote, implement and acquit the event;
  - development of Transport Management Plan (only required for Project 1);
  - Promotions (noting that Council can use its website and Facebook to assist)
  - Supporting temporary infrastructure required (and cost to procure) e.g. lighting, marquee, seating, sound system, staging
  - Section 68 \$107.00 - event application (for Project 3 only)
- Acknowledgment of need to submit all invoices for grant acquittal
- Confirmation of Public Liability Insurance to \$20,000,000

The successful applicant will be required to complete the event application form, and a safety/risk assessment for the event.

More information about the program can be found at:

[https://www.dpie.nsw.gov.au/\\_data/assets/pdf\\_file/0003/473322/the-festival-of-place-summer-night-fund-fags.pdf](https://www.dpie.nsw.gov.au/_data/assets/pdf_file/0003/473322/the-festival-of-place-summer-night-fund-fags.pdf)

Expressions of interest are to be emailed to [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au) by 5pm 9 March 2022. For more information contact Council on 6778 6300.