



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

STARRY NIGHTS EXPRESSION OF INTEREST – SPARKLING STREETS COMMUNITY CHRISTMAS PARTY

Cootamundra-Gundagai Regional Council have been successful in receiving grant funding under the Open Streets Program led by Transport for NSW, under the banner of the “Starry Nights Festival”.

The festival will incorporate four (4) events:

Wattle Time Festival – 7th September 2024,

Festival of Gundagai – 21st September 2024

Christmas on Sheridan - 6th December 2024

Sparkling Street Community Christmas Party Cootamundra – 12th December

At the Ordinary Meeting of Cootamundra-Gundagai Regional Council (CGRC) held Tuesday 24th June 2024, Councillors resolved to seek Expressions of Interest from Community organisations to coordinate the **Sparkling Street Community Christmas Party Cootamundra**.

Successful organisations will be required to enter into a Memorandum of Understanding (MOU) with Council which will cover event objectives, roles and responsibilities, regulatory conditions, complying with the funding agreement, procurement procedures (with a strong LGA first focus) and financial arrangements.

Purpose

The Starry Nights Festival will foster a sense of community spirit and togetherness, bringing neighbours, friends, and families together to celebrate. Held annually, the Cootamundra Christmas party provides local the opportunity to showcase their talents and attendees to leisurely shop for unique gifts, supporting small businesses.

In compliance with the grant application Sparkling Street Community Christmas Party Cootamundra is to be held in Parker Street Gundagai, and should include:

- Temporary Road Closure for placemaking events and activations.
- Shop Local Promotion
- Christmas Markets
- Live Entertainment
- Interactive Workshops
- Food and drink vendors
- Festive lighting and décor

Budget /Financial Arrangements delivery partner


A specific budget of \$24300 will be provided for all aspects of the event coordination (in accordance with the grant application). Any variation to the budget will need to be submitted to CRGC for approval by the funding body.

The successful organisation will be required to submit all quotes for supply of services and purchase to Council for approval and payment. An administration fee can be made available. (No more than 10% of the budget allocation).



♦ **Project Requirements**

The successful organisation must:

- (a) use the Funding to complete the Project and for no other purpose;
 - (b) the Project must be delivered in accordance with the Program Guidelines;
 - (c) commence the Project in accordance with the Project Plan; and
 - d) complete the Project by the Project Completion Date.
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Communications

All proposed publications, promotional and advertising materials must be submitted to Transport for NSW for review and approval prior to printing or publication. Communication material must not be published without the written approval of Transport for NSW.

Funding Acknowledgement Requirements

NSW Government - acknowledge funding from the NSW Government in all communications. (Communication Pack will be provided with specific guidelines to be followed).

Cootamundra-Gundagai Regional Council – wording indicating: ‘This event is supported by Cootamundra-Gundagai Regional Council’. (Suitable logo’s will be supplied).


Project Timeline and Milestone Reporting

31st July 2024 – Milestone Reporting

Event Activation and Approval

- Detailed plan outlining the layout and approach to the event/activation.
- Confirmation of application/s receiving approval/s required (if any) from Transport for NSW, local traffic committee, council and other statutory bodies.
- High-resolution before images submitted.
- Before data captured through use of the Evaluation Tool for Public Space and Public Life
- Baseline data – type of activation/events, street changes, road & public space used, partners and industry sectors involved, visitor profile, business profile.

September 2024

- Commencement of delivery of activations and events.
 - Capture of date
 - Photographic evidence
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January 2025

- Event Evaluation and Grant Acquittal

Note: For expediency and timing, CGRC Event Management Plans have been lodged. These were noted and endorsed at the 7th May 2024 CGRC Local Traffic Committee meeting.

Insurance

The successful organisation must maintain all appropriate insurance policies for the event, including but not limited to:

- (i) workers compensation insurance as required by Law for all persons involved in the delivery of the Project.
 - (ii) public liability insurance to the value of not less than \$20 million in respect of every occurrence and unlimited in the aggregate for any one period of cover; and
 - (iii) insurance over all Assets used in connection with the Project funded or partly funded by the Funding, for their full replacement value.
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Interested groups are encouraged to submit an EOI, including information on their capability to execute this event, to by 5pm, Friday 30th August, 2024, addressed to The Interim General Manager, Cootamundra-Gundagai Regional Council, PO Box 420, Cootamundra NSW 2590, or via email mail@cgrc.nsw.gov.au subject line EOI 2024 Sparkling Street Community Christmas Party Cootamundra.

