 

**Mildura Riverfront Celebration – 4 November 2017**

**Application Form: Sound and Lighting**

Please answer all questions and provide all information requested on this application form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Section 1 : Applicant Information** | | | | | |
| **Organisation name (if applicable):**  **Contact:**  **Phone:**  **Email Address:** | | | | | |
| **Event Summary:**  **Mildura Rural City Council is seeking applications from suitably qualified organisations to provide comprehensive sound and lighting services for performances on two staged areas as part of a free community event planned for Saturday 4 November to celebrate the completion of the Mildura Riverfront Redevelopment – Stage 1 works.**  **Event programming will include an official opening ceremony attended by dignitaries representing federal and state funding partners followed by live music performances. Programming will commence at approximately 1pm for official ceremony directly followed by live music performances (approx. 2:00pm) through until 9:30pm (with last act scheduled to commence at approx. 8:30pm).**  **See attached images visual of site.**  **Stage 1 (Floating Pontoon):**  **This will be the “main” stage and will be a floating pontoon 6m x 8m in size (with hand railed edge) tethered to the Mildura Rowing Club Lawns retaining wall abutting the edge of the lawns. The floating stage will be accessed via an 8m hand railed walk way which will be able to run cabling out to stage via conduit.**  **Capacity: 15 people at any given time.**  **River Closure: Approx 12noon – 9pm from Mildura Wharf through to mooring of Coonawarra Paddleboat.**  **Stage 2 (Mundoo Paddleboat):**  **It is planned that music acts can also be performed on the bow of the paddleboat (which will be temporarily moored in front of the Mildura Rowing Club building). The use of the paddleboat as a second stage will allow for change over in technical equipment to the main floating stage as needed between acts (however, it is planned to keep this to an absolute minimum to minimise risk on the day). It is envisioned that 1 – 2 performances (out of a possible 6) will take place on the Mundoo.**  **Sound and Lighting Services required will include:**   * **Provision of sound and lighting equipment for floating (pontoon) stage and Mundoo Paddleboat performance area.** * **Provision of generator to run sound and lighting equipment** * **Labour to provide sound and lighting service for duration of event including “bump in/out”** * **Enough sound to cover 1-2000 people** * **Majority of equipment will be operated from the bank for both stage areas.** * **Insurance for own equipment** * **River closure for duration of performances** * **Possible supply of backline. Please specify hire charges in responses below.** * **PA can be ground stacked**   **Other Information:**  **A separate application process is being run to secure performance acts for the programme. Once secured all technical requirements for each act will be immediately communicated to Sound and Lighting provider for comment and confirmation.**  **Performances for the pontoon stage and/or Mundoo stage will be given 1hr timeslot**  **Limited power is available in this area. Provision of own generator to provide sound and lighting service is preferred.**   |  | | --- | | **If you require assistance to complete your Application Form please contact Council’s Riverfront Contracts & Administration Officer on 03 5018 8317.** | | | | | | |
| **Section 2 : Criteria** | | | | | |
|  | | | | | |
| **Describe your organisations capability and capacity to undertake the services required for this event:** | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| **(Score from 0-30%)** | | | | | |
|  | | | | | |
| **Describe the technical solution your organisation will supply:** | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| **(Score from 0-40%)** | | | | | |
|  | | | | | |
| **Describe the pricing structure (with price breakdown) to provide this service:** | | | | | |
|  | | | | | |
|  | | | | | |
| **(Score from 0-30%)** | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| **Section 3: Questionnaire** | | | | | |
|  | |  | |  | |
| **Respondents are required to submit such information as is necessary to enable the Council to assess their ability to carry out the works. This questionnaire has been prepared to assist Respondents in supplying this information.**   1. **Is the Respondent an individual, partnership or limited liability company?**       **If a partnership, give name and address of partners:**       1. **How many years has the Respondent been in business as a consultant under its present business name?**        1. **In what other types of business has the Respondent a financial interest?**        1. **How many years’ experience has the Respondent had in the type of work it would be required to perform under the Contract**        1. **List work of a similar type that the Respondent has done in the past.**            1. **What is the experience of the principal individuals of the Respondent in the type of work it would be required to perform under this Contract?**          1. **State the personnel the Respondent intends to employ on performing this Contract.**            1. **Details of finance and administrative support services**        1. **Respondent’s bank, accountant and legal adviser** | | | | | |
|  |  | |  | |  |
| **Section 4: Public Liability Insurance** | | | | | |
|  |  | |  | |  |

##### All participants must have public liability insurance that covers their duty of care for all persons who will be involved in the activities they plan to hold at the event.

If you do not have your own Public Liability Insurance you will be able to purchase a once off event insurance cover through Council. The cost of this policy is **$33.00** (GST inclusive) per stall. A summary of cover is available upon request when booking a facility.

**Please nominate which public liability insurance cover you wish to provide by ticking the appropriate box below:**

Provide details of own policy  Take out cover under Council's policy    
(minimum $10m)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Comments:** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Section 5: Finalising your Application Form** | | | | |
|  | | | | |
| **How did you find out about this opportunity?** | | | | |
|  | | | | |
| **Social Media** | |  | |
| **Newspaper** | |  | |
| **Word of Mouth** | |  | |
| **Email** | |  | |
| **Other** | |  | |
|  | | | | |
| Applications will be assessed on the weighted criteria identified within the application form. **Please submit your application by 29 September 2017.**  Thank you for completing this Application to express your interest in providing services for the Mildura Riverfront Celebration. | | | | |
| **DECLARATION:** | | | | |
| I declare that I am authorised to submit an application to provide my services for the Mildura Riverfront Community Event. | | | | |
| **Print your full name:** |  | | | |
| **Signature:** |  | | | |
| **Date:** |  | | | |
| Please return completed Application Form to: | | | | |
| Mildura Rural City Council  PO Box 105  MILDURA VIC 3502 | | | Email: chelsea.pettinau@mildura.vic.gov.au | |
|  | | | | |



