

DARLING HARBOUR CULTURAL FESTIVALS

EOI PROGRAM ANNOUNCEMENT

FEB - APR 2023

PLACE MANAGEMENT NSW



CULTURAL FESTIVALS PROGRAM OVERVIEW

What is the Cultural Festivals Program?

- A Cultural Festival is a celebration of the traditions of a particular people or place. This includes festivals focused on a particular culture or cultures, folk festivals, arts festivals, food festivals. Cultural Festivals presented in Darling Harbour must demonstrate culturally relevant and appropriate food offerings, performances and merchandise offerings. To be accepted into the program the festival must be free for the general public to attend.
- Place Management NSW recognises and celebrates the contribution that cultural festivals make to Darling Harbour, as well as the lives of visitors and local residents. Darling Harbour has been home to many cultural festivals over the years, bringing joy and celebration to millions of people. PMNSW proudly supports Sydney's rich cultural diversity through the new Cultural Festivals Program.
- The holistic program is being offered by PMNSW to cultural organisations via a simple expression of interest.
- There are two season periods open per year at Tumbalong Park in Darling Harbour.
 - Season 1 (Feb-Apr) - EOI submission period opens (Aug) 6 months prior to season start & is open for one month
 - Season 2 (Sep-Nov) –EOI submission period typically opens (Feb) 7 months prior to season start & is open for one month.
 - Due to the impacts of Covid-19 the EOI submission period has been impacted, opening later than normal and open for a shorter period of time. Organisers should consider their ability to deliver an event within the shorter timeframes prior to submitting an Expression of Interest for consideration.
- Assessment, feedback and notification of confirmed dates if successful will be advised within one month of EOI closing.
- The Cultural Festivals Program is guided by Federal and State Public Health Orders and restrictions including those from COVID-19 (<https://www.nsw.gov.au/covid-19/covid-safe/outdoor-events>).
 - Restrictions may require organisers to manage attendee registration and event zone capacity. If a managed site is required, the event zone would need to be fenced with designated entry and exit zones to manage this requirement.
 - Public Health Order guidelines may enforce a sqm per person rule. Capacities allowed at any one time are dependent on the available space left after event infrastructure is in place. With this in mind capacities will vary for each event based on their set up size.
 - It is possible that restrictions may fluctuate in the lead up to your event and potentially impact on the planned event delivery. Organisers need to consider potential financial loss and cancellation policies in place with their suppliers.

EXPRESSION OF INTEREST & IMPORTANT PLANNING INFORMATION

Expression of Interest:

Cultural organisations are required to submit an Expression of Interest (EOI) to present a Cultural Festival as part of the PMNSW program in Darling Harbour.

The EOI will be assessed for suitability by a panel prior to confirmation of dates and commitment of the venue by PMNSW.

Assessment, feedback and notification of confirmed dates if successful will be advised within 4 weeks of EOI closing.

Panel assessment decisions are final. Assessment decisions are not open for review or appeal.

Important Planning Information:

The planning **timeline** provided by PMNSW details important dates for payments and document submissions. A custom timeline will be sent to Cultural Festival organisers if the EOI submission is successful and will be based on confirmed event date.

The **payment structure** and event deposit for use of the venue will be required to be paid upfront. Please refer to the Cultural Festival Cost Estimate as a guide for when you are creating your festival budget.

Venue hire fees for Tumbalong Park are waived as in-kind support for Fri-Mon usage only, a maximum of 4 days. These will be charged at determined Price on Application rates for any additional days or partial days. Additional venues, days/partial days usage are not guaranteed & are subject to approval from PMNSW

Organiser Essential Requirements:

- Review the Expression of Interest (EOI) Guidelines and Cultural Festival Cost Estimate
- Complete the Expression of Interest (EOI) online form and submit supporting documents
- Nominate 3 preferred dates to hold your Cultural Festival. PMNSW will aim to support your first preferred date.
- If successful in securing a date, engage with your community to coordinate the best program of entertainment, food and culturally relevant displays to represent both modern and traditional aspects of your culture
- Adhere to your documentation & payment timeline.

KEY DATES & NEXT STEPS

Weekends Available for Application:

- **February:**
 - Friday 10/02/23 to Monday 13/02/23
 - Friday 17/02/23 to Monday 20/02/23
- **March**
 - Friday 10/03/23 to Monday 13/03/23
 - Friday 17/03/23 to Monday 20/03/23
 - Friday 24/03/23 to Monday 27/03/23
- **April**
 - Friday 31/03/23 to Monday 03/04/23
 - Friday 21/04/23 to Monday 24/04/23
 - Friday 28/04/23 to Monday 01/05/23

Four festivals will be accepted as part of Season 1 2023



Key Dates and Next Steps:

Key Dates:

- EOI submissions to be made 9 August - 2 September 2022
- Program acceptance and application unsuccessful notifications: Late September 2022

Further Information Included in your Email:

- Link to Expression of Interest (EOI) Form
- Expression of Interest (EOI) Guidelines including an example timeline
- Link to a Cultural Festival Cost Estimate
- Link to the [Outdoor Events Manual](#) and [Outdoor Event Policy](#)

Next Steps:

- Read the information supplied in the email you have received
- Chat to us! If there is anything you are unsure of about the program on offer or that you would like to discuss to see if this is right for you, please contact our team prior to submitting an EOI form
- Complete and submit your EOI form

THANK YOU



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