



REQUEST FOR PROPOSALS

CITY OF BROOKINGS TOURISM EVENT INCENTIVES

The City of Brookings (City) requests proposals from individuals and/or organizations interested in undertaking events with the purpose of increasing tourism.

Specifically, the City is interested in the development of new events or the addition of events to current events that would increase out of area visitor attendance during off-season months (October thru April). The City is offering incentives to assist event organizers in facilitating and promoting their events.

Submission Deadline

To be considered, respondents must submit a cover letter detailing event along with this proposal form to:

"Tourism Event Proposal"
TPAC Committee
898 Elk Drive
Brookings, OR 97415
or email at: lziemer@brookings.or.us

Proposals will be accepted on an ongoing basis and must be received at least **60 days prior** to the date of the proposed event. Incomplete submittals will not be considered.

Process

The City will consider proposals from all interested parties presenting the requested information and otherwise demonstrating the ability to fully fund, manage and execute the proposed event. All proposals will be reviewed by the City's Tourism Promotion Advisory Committee (TPAC). Proposals will be evaluated based upon event sustainability. Priority will be given to first time events.

Right to Reject All Proposals

The City reserves the right to accept, reject, withdraw, or amend any and/or all proposals, or any component part thereof, deemed to be in the best interest of the City or in the best interest of the desired outcome. All costs incurred in the preparation and presentation of a response to this RFP, in the submission of additional information, and/or in any other aspect of a proposal prior to the award of a written contract shall be the sole responsibility of the respondent/proposer. The City also reserves the right to request additional information or clarification from all respondents/proposers until all funding has been awarded.

Once submitted, the proposal and supporting materials become the property of the City of Brookings and are available to the public.

Permitting/Insurance Requirements

Events to be held on City property will require an approved Event and/or Parks Use Permit, as applicable. Certificates of Insurance are also a requirement for events held on City property. Permit applications may be obtained from the Public Works & Developmental Services/Parks Division in City Hall and on the City's website at: www.brookings.or.us/DocumentCenter (Parks & Recreation).

Questions

Please direct questions to Lauri Ziemer at 541-469-1103 or lziemer@brookings.or.us.

Event Title: _____ Amount Requested \$ _____

Organization: _____

Event Description: _____

Event Date/s: _____

Location: _____ Location secured? Yes No

Event Goals: _____

How will this event be sustained after the first year? _____

Sponsors/Investors: _____

How will funds be used: _____

Event Budget

Income			Expenses		
Fees Collected	\$		Facility/Venue Costs	\$	
Admissions	\$		Insurance	\$	
Concessions	\$		Advertising	\$	
	\$		Supplies	\$	
	\$			\$	
TOTAL	\$		TOTAL	\$	

How do you intend to evaluate the success of your event and determine the number of out of town visitors?

Contact Person: _____

Phone: _____ Email: _____

Mailing Address: _____

If more space is required please attach additional pages