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ABN: 23 439 388 197

Ref: 909434

16 January 2019

## **Expression of Interest Provision of Catering 'Reconnecting Communities' project**

North Burnett Regional Council has been fortunate to receive funding from the Queensland Government to build community resilience to withstand and recover from adversity, by way of community events.

Council is planning a series of humorous, light hearted and 'extraordinary' events in each North Burnett town which will include a meal and entertainment.

Events have been scheduled for the following venues / dates:

<b>Biggenden Memorial Hall</b>	<b>Friday, 1 March</b>	<b>06:30pm for 07:00pm start</b>
<b>Gayndah Community Hall</b>	<b>Saturday, 2 March</b>	<b>06:30pm for 07:00pm start</b>
<b>Mundubbera Community Hall</b>	<b>Sunday, 3 March</b>	<b>12:30pm for 01:00pm start</b>
<b>Monto Community Hall</b>	<b>Friday, 8 March</b>	<b>06:30pm for 07:00pm start</b>
<b>Eidsvold Community Hall</b>	<b>Saturday, 9 March</b>	<b>06:30pm for 07:00pm start</b>
<b>Mount Perry Community Hall</b>	<b>Sunday, 10 March</b>	<b>12:30pm for 01:00pm start</b>

These events aim to lighten the mood and spirit of North Burnett residents, encourage and support residents to access mental health services, increase knowledge of the range of services available in the region, and overcome the stigma associated with having a mental health issue.

**Council would like to offer Community Groups and not-for-profit organisations the opportunity to be involved in the event at their local Community Hall. We are looking for groups to supply meals and / or run the drinks bar.**

### **MEALS**

Community groups and organisations are invited to submit an Expression of Interest to cater for either a luncheon or dinner (in line with the scheduled event). Groups would be required to supply the meal and would be paid a fee per meal. Catering would be required for approximately 100 people, including adults and children (pre-booking will be requested), with approximate numbers provided prior to each event.

### **BAR**

Community groups and organisations are invited to submit an Expression of Interest to run a bar during the luncheon or dinner (in line with the scheduled event). Drinks will be limited to beer, cider, wine, mocktails, soft drink, water. The purchase of supplies is the responsibility of the group. Catering would be required for approximately 100 people, including adults and children (pre-booking will be requested), with approximate numbers provided prior to each event.

Please find attached an Expression of Interest form for your organisation to complete. You are encouraged to submit your Expression of Interest as soon as possible.

*Address all correspondence to the Chief Executive Officer*



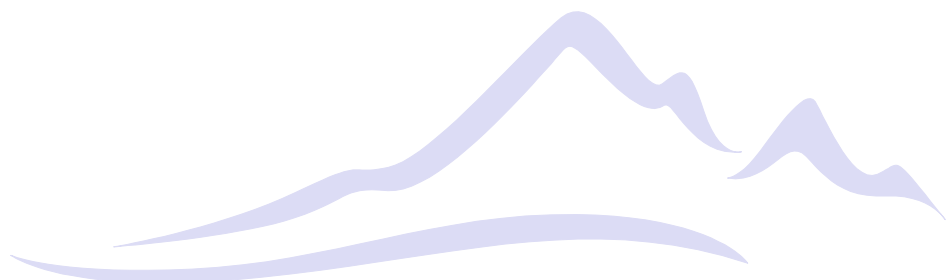
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If you can provide a service at more than one event, you are welcome to tick multiple boxes. Successful applicants will be invited to participate according to their submission, but in an effort to spread the opportunity, you may not be offered all of the choices ticked on the form.

North Burnett Regional Council encourages the purchase of equipment and supplies locally where possible to assist in the recovery and economic development of the North Burnett region.

Food and beverage suppliers must be able to demonstrate that food safety obligations are being met and compliance with the *Food Act 2006*. If you would like to discuss this further please contact Council's Environmental Health team on 1300 696 272 (1300 MY NBRC).

For further information about the scheduled events or for further information, please contact the **Project Manager** on 1300 696 272 (1300 MY NBRC) or email [admin@northburnett.qld.gov.au](mailto:admin@northburnett.qld.gov.au).



*Address all correspondence to the Chief Executive Officer*

## EXPRESSION OF INTEREST – Provision of Catering - Meal or Bar for ‘Reconnecting Communities’ project

<b>Organisation Name:</b>	
<b>Contact Person:</b>	
<b>Contact Number:</b>	
<b>Address/email:</b>	

We would like to participate at the following community event/s (please tick):

- |   |                   |        |
|---|-------------------|--------|
| <input type="checkbox"/> Biggenden Memorial Hall    | Friday, 1 March   | Dinner |
| <input type="checkbox"/> Gayndah Community Hall     | Saturday, 2 March | Dinner |
| <input type="checkbox"/> Mundubbera Community Hall  | Sunday, 3 March   | Lunch  |
| <input type="checkbox"/> Monto Community Hall       | Friday, 8 March   | Dinner |
| <input type="checkbox"/> Eidsvold Community Hall    | Saturday, 9 March | Dinner |
| <input type="checkbox"/> Mount Perry Community Hall | Sunday, 10 March  | Lunch  |

We would like to express an interest to participate at the “Reconnecting Communities” event to provide the following services:

- Sit down meal
- Run a bar (Drinks will be limited to beer, cider, wine, mocktails, soft drink, water)

Please provide either:

1. Price per meal \$ \_\_\_\_\_ (Approximate numbers to be advised prior to event),  
and details of meal/s to be provided \_\_\_\_\_
2. Drink prices – Please attached separate list advising individual drink prices

- Please attach a copy of your current Public Liability Insurance with your application
- Can your group/organisation demonstrate compliance with the *Food Act 2006*? Yes/No

Expression of interest forms must be completed and returned to Council by close of business, **Monday, 4 February 2019**, to:

Mail: North Burnett Regional Council  
 PO Box 390 Gayndah QLD 4625  
 Email: admin@northburnett.qld.gov.au  
 Fax: (07) 4161 1425 or drop it into your local Customer Service Centre / Library.

For further information about the Reconnecting Communities events please contact the **Project Manager** on 1300 696 272 (1300 MY NBRC) or email admin@northburnett.qld.gov.au.

*The ‘Reconnecting Communities’ project was funded through the Queensland Government’s Tackling Regional Adversity through Integrated Care (TRAIC) Program, Mark’s Foundation and North Burnett Regional Council.  
 Proudly supported by North Burnett Regional Council and the North Burnett Community Services Advisory Committee.*

**Information Privacy Act Collection Notice**

North Burnett Regional Council is collecting this information in order to process your application. This information will not be disclosed to any third party without your written or verbal authorisation unless required by law.

Address all correspondence to the Chief Executive Officer