



Tahoe Paradise Park
PO Box 550575
So. Lake Tahoe, CA 96155

Request for Proposals – 2023 Event Dates at Tahoe Paradise Park

December 6, 2022

Tahoe Paradise Recreation and Park District (TPRPD) has developed this Request for Proposals (RFP) from vendors to host the following specific events at the park in 2023:

- **Music in the Park**

- Friday June 16
- Friday June 30
- Friday July 28
- Friday August 11
- Friday September 1

- **Special Event to be proposed by vendor**

- Saturday September 2
- Saturday/Sunday October 7/8

Event proposals must meet the following objectives and guidelines:

- **Event entry shall be free for the general public.**

- **Vendor shall bear all event costs, including:**

- Tahoe Paradise Park venue fee.
- Band expense.
- Parking lot rental (at LTE Magnet School).
- Appropriate additional restroom facilities (porta-potties) for any anticipated event attendance above TPRPD facility capacity.
- Event Management, Parking Management, Event Supervision & Event Security.
- Any required county, state or jurisdictional permits and fees.
- Event Preparation and Clean-up.

- **TPRPD shall provide**

- Venue space, including the full parking lot and park grounds as required.
 - Handicap parking or drop-off/pick-up zone shall be maintained for all events.
 - Fire lane access (as directed by TPRPD) shall be maintained for all events.
 - The use of the clubhouse is not specifically included but can be negotiated on an event case-by-case basis.
- Event advertising space on park kiosks, social media and park website.
- Event banner space at a location tbd by TPRPD for banner(s) provided by vendor.

Event final planning will be:

- In cooperation with TPRPD.
- Subject to review and modification by TPRPD.
- Completed and submitted to TPRPD at least 6 weeks prior to each event.

• Event Vendor shall:

- Provide event insurance naming TPRPD as ‘additionally insured’.
- Designate an ‘event supervisor’ who will be on-site for the full duration of all events and available for immediate contact by TPRPD personnel at all times during each event.
- Comply with TPRPD, TRPA, State and County requirements.
- Be equipped with personnel and equipment to fully clean the venue site upon completion of each event.

• Vendor proposal shall include the following:

- For Music in the Park events:
 - Proposed bands and/or music genre for each event.

- For Special Events:
 - Description of event.
 - Provide adequate detail for TPRPD to evaluate whether proposed event is appropriate for the park culture, local community and venue space.

- For all events:
 - Event timeline.
 - Event attendance plan.
 - Event business plan, to include:
 - All planned sources of event income.
 - All planned event expenses.
 - Provide adequate detail for TPRPD to evaluate financial stability of proposal.
 - Event layout (graphical or description) within venue space.
 - Contingency plan for event attendance substantially higher than anticipated.
 - Any event or general requirements of vendor from TPRPD not specifically outlined in this request for proposals.
 - Venue clean-up plan (all trash and impacts).

- In General:
 - Sponsorship and advertising plan.

General Notes:

- 1) Tahoe Paradise Park venue fees are non-refundable and must be paid at least 6 weeks prior to each event. Should the park need to close on an event date for an unforeseen reason, the venue fee will be refunded and this will be the total liability of TPRPD for the event cancellation.
- 2) Band stage is not provided. The park will work to accommodate power requirements for bands at selected band site. Bands may play on patio, under tent behind clubhouse. Final location of band will must be reviewed and approved by TPRPD.
- 3) At TPRPD sole discretion, the park venue may be available for additional event dates. The selected vendor may propose additional event dates after receipt of contract.
- 4) The selected vendor will be required to enter contract with TPRPD assuring details outlined in this RFP, together with contractual requirements of both parties.
- 5) The event vendor MUST completely clean the park site of all trash and impact associated with each event, at the conclusion of each event. The vendor will not be allowed to carry cleaning activities into the following day, as this will interfere with other activities (typically weddings) booked for the day which follows a vendor event.

Proposal Delivery and Selection:

TPRPD requires proposals from vendors be returned to the park on or before January 6, 2023.

Proposals must be sealed and delivered to the park by mail to:

TPRPD

Attn: RFP

PO Box 550575

So. Lake Tahoe, CA 96155

Drop off and confirmation of receipt of proposal may be coordinated with Board Chairperson Joe Cardinale jkcardinale@yahoo.com prior to the proposal due-date.

Sealed vendor proposals shall be opened in a special public meeting to be held the week of January 9th (specific date, time and location to be announced).

The TPRPD board of directors shall consider all proposals and may reach out to vendors for specific clarification on proposals prior to the TPRPD board meeting on Thursday January 19, 2023. **At the January 19th board meeting, TPRPD board members will vote to approve the event vendor for 2023.**

Interested vendors may contact us via e-mails questions regarding this RFP and copied to **BOTH** e-mails jkcardinale@yahoo.com and tommeyer001@gmail.com . Please no phone calls. All questions will be posted to website by 1/3/22.

Go to TahoeParadisePark.com/RFP to get more information.

RFP OPENING DATE: 12/6/2022

SUBMIT QUESTIONS: Through 1/3/23 via email

CLOSING DATE: 1/6/2023

AWARD DATE: 1/19/2023