

Filomi Days Society Request for Proposal (RFP)

Re: 2026 Filomi days Beer Garden Event RFP

The Filomi Days Society is putting forth an RFP for the 2026 Filomi Days beer garden event held inside Carrot Park July 17th (Fri), 18th (Sat), 19th (Sun). The committee will begin accepting applications from March 15th through to the deadline of March 31st. If your application is not received by the committee via email or in person by March 31st, 2026 at 12:00 pm, your application will not be accepted. A proposal template has been created which outlines the eligibility, the guidelines, and time frames for the applicant to meet in order to successfully submit their proposal. If the application is submitted and does not meet the guidelines and time frames listed, the proposal will be rejected by the committee.

Following the deadline, the Committee will award a successful applicant by April 5th, 2026. The successful applicant will be contacted via email/phone and awarded the event. Upon award, the applicant is given a deadline of April 31st, 2026 at 12:00 pm for the following items:

- 1.) Applicant is required to have completed a Special Event Liquor Permit (SEP) through the gov.bc.ca online application portal. Please note you need a special event server (SES) certification in order to successfully apply for and be in compliance with the SEP.
- 2.) Applicant is required to have a Special Occasion Liquor License through the District of Port Hardy as Carrot Park is owned by the District. Their application will be attached to this RFP package which will need to be handed into the District Office for approval.
- 3.) Applicant is required to have event insurance with minimum of \$5,000,000.00 general liability. The applicant must add the District of Port Hardy and Filomi Days Society as additional insured or the insurance is VOID. The address for the event is 7200 Market Street, Port Hardy B.C. (V0N 2P0).

Failure to meet the April 31st deadline of any of the above listed items will result in termination of the successful applicant in which a new applicant will be awarded the event and given a deadline of May 31st, 2026 at 12:00 pm. A representative from the successful applicant must attend all Filomi Days Committee meetings after April 5th, 2026. The representative is to inform the committee on all progress and work alongside the committee to ensure compliance and continuity of the event regarding location, event hours, and any other information that is deemed necessary for the committee to be involved in.

Please email all applications and any questions to: Application@filomidays.ca

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1. Applicant Information

Please provide the following details:

- Organization / Business Name:
- Contact Person:
- Email Address:
- Phone Number:
- Mailing Address:
- Website or Social Media (if applicable):

Years in operation:

Is your organization locally based? (Yes / No)

Please briefly describe your organization and its experience with events or beer garden operations.

4. Site Setup and Logistics

Please describe how you will manage the following:

- Beer garden layout and fencing:
- Entrance and exit control:
- Waste management and recycling
- Setup and teardown schedule

5. Staffing Plan

Please provide details on staffing, including:

- Number of staff and volunteers:
- Roles and responsibilities:

- List specific training and certifications of staff:

• **6. Financial Proposal**

Please provide a summary of the financial structure for the beer garden:

- Proposed drink pricing:
- Payment methods accepted:
- Filomi Days Society requires a minimum \$750.00 payment for the beer garden but additional revenue sharing is encouraged (Please list any revenue sharing outside the minimum payment):

7. Additional Information

Please include any additional information you believe would strengthen your proposal.

Examples may include:

- Unique features of your beer garden:

- Community engagement ideas (if any):

Proposal Evaluation Criteria

Proposals may be evaluated based on:

- Experience operating similar events
- Safety and compliance plan
- Quality of event concept
- Financial proposal
- Community involvement and partnerships
- Operational feasibility

Submission Instructions

Please submit completed proposals by: March 31st (12:00 noon) to

Applicationfilomidays.ca