



City of Richmond

4th of July Concert 2021

REQUEST FOR PROPOSAL

Overview

The City of Richmond Parks and Recreation Department is seeking proposals for a performer for the City of Richmond's Fourth of July Celebration at the Ann L. Durham Lake Reba Recreational Complex.

About Us

The City of Richmond has approximately 35,000 residents. The Lake Reba Recreational Complex is approximately 600 acres of recreation space with a 75-acre lake. This facility is the host of the annual City of Richmond Fourth of July Celebration which typically averages between 7,000 - 10,000 people each year.

About the Event:

The Fourth of July Celebration is an event held on July 4th organized by the City of Richmond Parks & Recreation Department, annually. At this event we have craft vendors, food vendors, inflatables, music, and fireworks. Attendees of the event typically arrive early in the day and the event officially begins at 5:00 PM. Music will begin at 5:00 PM and fireworks will conclude the evening, launching at 10:00 PM.

Music Requirements: The music must encourage a family-friendly, fun and relaxing environment for attendees; No profanities are allowed. Please provide any specific requests that would be needed. The City of Richmond will provide a stage and sound equipment.

Location:

Ann L. Durham Lake Reba Recreational Complex
250 Lake Reba Drive, Richmond KY 40475

Objectives for the Fourth of July Celebration

- To provide an engaging experience at the Fourth of July event
- To encourage and promote a fun and exciting concert

Proposal Specifications

The City of Richmond is interested in a variety of music that will appeal to a large, diverse audience. A range of performances (jazz, salsa, funk, blues, country and/or pop etc.) by local or regional acts is desired. Please note in your requirements your weather policy. (ie: The severity of the inclement weather necessary to cancel a concert and the deadline for deciding to cancel the concert should be included in the response.)

Specifically, expectations are:

- Opening Act:
 - A performance that lasts approximately forty five minutes (opening act 5:00-5:45pm)
- Second Act:
 - A performance that lasts approximately an hour and a half (6:00pm-7:15pm)
- Main Act:
 - A performance that last approximately an hour and forty five minutes (8:00-9:45pm)
- Oversee general concert production;
- Arrive on-time and have performance start on-time;
- Indemnify and hold harmless the City of Richmond from and against any liability arising from the event;
- Carry necessary liability insurance as required by the City of Richmond and include them as additional insured;

Selection Criteria

Proposals will be evaluated based on cost, the vendor's range of experience with similar events, type and diversity of artists, the quality of their material, and the reliability of both vendor and artists.

Proposal Requirements & Deadline

Please have your proposal to including the following:

- A proposed artist schedule – Submit a Playlist
- Picture of Band
- Desired time slot
- Fees and other costs
- Artist Supplies-
 - Do you have specific equipment or supplies you will be bringing?
 - What are some items which are being requested for the City to provide?
- Time estimate for set up and break down
- Music genre
- Website link to view artist work
- Prior Experience

Please submit the proposal by no later than **Feb 12, 2021 @ 4:00pm**. The committee will review the proposals and respond no later than Feb 28, 2020.

NOTES:

1. Project Date: Saturday, July 4th, 2020 @ Lake Reba Recreational Complex, Richmond, KY
 2. The City of Richmond will supply a stage with electrical service/generator and a sound system.
 3. All proposals are subject to review and alteration based on the recommendations of the 4th of July Concert Committee for the City of Richmond.
 4. If a proposal is awarded, a contract must be signed and a certificate of insurance must be presented.
 5. Deadline: Packets must be mailed and/or stamped by Feb 12, 2021 or dropped off to Richmond Parks & Recreation Dept. 345 Lancaster Ave Richmond, KY 40475.
 6. Selected Performers will be notified by March 1, 2021.
 7. Marketing Material will be requested from the band if selected.
 8. The City of Richmond reserves the right to reject any or all bids and extend the deadlines is necessary.
- Contact Information: Mason Chamblee parksandrec@richmond.ky.us 859-623-8753

Date Returned : _____
Completed RFP : _____

RICHMOND PARKS AND RECREATION 4TH OF JULY CONCERT PROPOSAL
Please Fill Out and Return the Form Below by Feb 12, 2021

Band Name: _____

Mailing Address: _____

Day to Day Contact Name: _____ Cell Number _____

Email _____

Day of the Event Contact Name: _____ Cell Number _____

Email _____

Additional Contact: _____ Cell Number _____

Email _____

Type of Music/Genre: _____ # of Band Members _____

Website: _____

Social Media: _____

Time Slot Preferred: (if any slot is desired, please complete all and * Preferred Slot)

Opening Band	5:00pm-5:45pm _____	Cost \$ _____
Middle Band	6:00pm-7:15pm _____	Cost \$ _____
Main Band	8:00pm-9:45pm _____	Cost \$ _____

Estimated Set up Time (minutes) _____ Estimated Break Down Time _____

Equipment you will be bringing:

Additional Requirements:

PLEASE ATTACH A PLAYLIST & PICTURE OF THE BAND
Feel free to add any additional information you think would be relevant to review that is not listed above.

Return to: parksandrec@richmond.ky.us

Richmond Parks and Recreation

Attn: 4th of July Band