



# Comhairle Cathrach na Gaillimhe

## Galway City Council

### EXPRESSION OF INTEREST

#### Fr Burke Park — Christmas Experience

#### Creative Lighting & Installations • Concessions • Performances & Music

##### 1. Overview & Intent

Galway City Council invites professional, experienced companies to deliver a curated Christmas experience for families at Fr Burke Park during the Winter Holiday Season with a theme that is unique to Galway. This will be developed over a three-year timeframe and reviewed annually. Proposals should combine creative lighting and installations with high-quality programming, and a considered concessions offering (hot drinks/seasonal treats) that is family-friendly and alcohol-free. The ambition is a distinctive, walk-through experience that animates the park while maintaining the comfort, safety, and amenity of nearby residents.

Operating window & curfew; Public programming should typically operate every day, ending at 10pm. Sound levels and audience egress must be managed to respect the surrounding residential neighbourhood.

This EOI is open to established operators with a proven track record delivering premium, outdoor seasonal activations in public spaces (parks, plazas, heritage settings) and the capability to design, install, operate and de-rig safely.

Location, Fr Burke Park, Fr Griffin Rd, Galway:

<https://maps.app.goo.gl/8LZ71xBQ5yS64NKv9>

Plans/Layout of Fr Burke Park : A3 drawing provided. This has been generated using Tailte Eireann data. A digital version may be obtained from R&A. The proposed installation(s) must be clearly shown on a drawing and must be to scale.

## 2. Specification of Requirements

**Specific details demonstrating how the requirements outlined below will be achieved must be outlined in any expression of interest submitted.**

### 2.1 Objectives

- Create a high-quality family orientated Christmas experience with a theme that is unique to Galway, centred on creative lighting & installations, enhanced by live/ambient performances and curated concessions.
- Provide inclusive, accessible and alcohol-free activity for residents and visitors.
- Deliver with excellence in safety, environmental practice and accessibility. (The Equal Status Acts 2000-2015, prohibit discrimination in the provision of goods and services, the provision of accommodation and access to education).
- Complement the existing *Christmas In Galway* offering and activations that are in place or planned.

### 2.2 Operating Parameters & Site Sensitivities

- Curfew: public programme ceases no later than 10:00pm. final egress complete and site secured by 11.00pm. These hours of operation must be strictly adhered to.
- Footfall & flow: maintain entrances/exits and lighting sightlines; safe ingress/egress plan. Provide a method for recording volume of visitors on the site at any one time.
- Accessibility: full accessibility with provision for neuro-inclusive quiet moments and areas.
- Weather & ground protection: robust winter ops, matting, non-slip surfaces (interlocking ground protection track mat).
- Power/water: The event organisers will be required to use existing park service points by agreement; cable management; certified installs; The use of generators for power supply will not be permitted.
- The event organisers will be required to provide a community engagement programme with local residents in advance of, during and after the event. This should include letter-drops, contact point - hotline/email, complaints protocol, stewarded egress and anti-loitering measures at close of business each day.

### **2.3 Compliance & Mandatory Documentation (prior to contract award)**

- A Draft Event Management Plan (EMP) is required outlining: show/schedule, site drawings, build/derig, stewarding, emergency plan, communications.
- Applications received will be assessed by the City Council and the successful candidate must then submit an Outdoor Event Licence under the Planning and Development Act, 2000 or a direct Event License. This is a separate process to this application and will be the sole responsibility of the vendor. Failure to secure a license will void the license agreement with Galway City Council
- To comply with the timeframes for the Outdoor Event Licence process, interested parties should be aware that the latest date for submission of the Event Licence application is 13 weeks prior to commencement of the event. This 13-week period excludes the requirement for pre-planning consultation in advance of the licence application submission.
- Risk Assessment & Method Statements (RAMS): rigging/electrical, wind/weather, slips/trips, crowd management, plant/machinery, manual handling.
- Insurances: Public Liability €6.5m; Employer's Liability €13m; PI where relevant; Galway City Council must be named as additional insured body.
- Liability (Bond/Deposit): Galway City Council must be indemnified against any writ, claim, proceedings, damages, expenses, arising. A Bond/Deposit will be required to be paid 14 days in advance. (Scale of charges). Accept liability for re-instatement costs in the event of damage, over and above the Bond/Deposit figure.
- There will be a daily charge for use of the Park (Scale of charges) which must be met by the promoters, and this cost must be included in the financial plan.

**BOND DEPOSITS CHARGES/SITE RENTAL FEES**

<b>Bond Deposit Charges</b>	
Where tent/structure is used in a Park	€10,000
Where a truck or other vehicles may be used	€5,000
Where no equipment is used	€1,000

<b>Site Rental Fees (excluding Eyre Square Plaza)</b>	
1-2 day's (or part thereof)	€325 per day
3 <sup>rd</sup> day onwards (or part thereof)	€225 per day
<b>Eyre Square Plaza (launches, promotions, ad-hoc commercial activity are not permitted)</b>	
Per day (or part thereof)	€325

- Health & Safety: competent H&S lead; incident/near-miss logs; certification of temporary structures.
- Safeguarding & Child Protection: policy, vetted personnel, supervision ratios; image consent protocols.
- GDPR/Privacy: data minimisation for bookings/photography; clear on-site notices.
- Licensing/Statutory: road consents (if any), food safety compliance, electrical sign-off.
- Environmental: power-efficient luminaires (LED) Colour temperature of luminaires to comply with Heritage Council / Dark Sky Ireland requirements, light-spill/glare control, biodiversity awareness, waste & litter plan. Portaloo's location(s) and quantity.
- Tax clearance Cert/registration.

**2.4 Deliverables**

- Concept & masterplan (lighting/installation layout + programme schedule).
- Detailed lighting plan (lux levels, focusing, control approach, cable routes). No cables, rigging or any other apparatus to be attached to trees. Also, no items should be located next to the base of trees for any length of time, not even temporarily.
- Technical schedule (fixtures/inventory, power loads, controls, emergency lighting interface).

- Operations plan (stewarding, security, resident liaison, queue/egress management).
  - Communications pack (visitor info, accessibility info, house rules, safety messaging).
  - Budget & cashflow; income model for concessions.
  - Build/derig Gantt chart with contingency days.
- 

### **3. EOI Process**

#### **Submission Requirements**

Applicants must submit a **single comprehensive proposal** including:

##### **1. Concept & Programme**

- Vision and headline content (lighting-led concept; installations; performance/music; concessions).
- Audience approach, including accessibility, wayfinding, and marketing partners.

##### **2. Operations & Governance**

- Team structure, key personnel, governance and H&S competence.
- Seasonal operating plan, curfew management, resident protections, and stewarded egress.
- Draft site plan and outline of build/derig, winter operations, power strategy, contractor management.

##### **3. Financial Model for the event**

- High-level budget and cost controls.
- Income sources, pricing approach (if ticketed), concession strategy.
- Evidence of financial capacity to deliver capital setup (lighting/temporary infrastructure) and working capital for the live period.

This event must be self-financing through revenues generated, Galway City Council will not be providing financing/funding towards the event.

##### **4. Track Record of organisation running events of a similar nature**

- Up to two relevant projects (park environments / winter or seasonal activations).

- References and supporting links.

## 5. Compliance & Declarations

- Insurances (held or attainable), H&S systems, safeguarding, GDPR compliance.
  - Confirmation of funding access to underwrite delivery.
  - Required statutory, by-law and competency declarations.
- 

## Award Criteria & Scoring Framework

**Expressions of interest received by the deadline for submission will be assessed using the following criteria.**

Total marks available 100

Criterion	Weight	Marks
1. Concept & Programme	25%	25
2. Operations & Governance	20%	20
3. Capacity & Personnel	10%	20
4. Financial Model	20%	20
5. Environmental & Site Stewardship	10%	10
6. Track Record & References (2 required)	5%	5

---

### 1. Concept & Programme – 25%

Elements that will be considered

- Creative strength of lighting-led concept
  - Quality and feasibility of installations, performances, music
  - Audience experience, universal accessibility, wayfinding
  - Integration of family-friendly concessions
  - Fit with Galway's identity
-

## **2. Operations & Governance – 20%**

Elements that will be considered

- Operational feasibility and safety planning
  - Governance, H&S competence
  - Noise, curfew and resident-impact management
  - Build/derig, winter operations, contractor management
  - Draft site plan quality
- 

## **3. Capacity & Personnel – 20%**

Elements that will be considered:

- Experience of key personnel
  - Technical production capability
  - Staffing structure for live event operations
- 

## **4. Financial Model – 20%**

Elements that will be considered

- Complete, transparent, itemised budget
  - Realistic costing for lighting, infrastructure, staffing and operations
  - Cost controls and financial management
  - Evidence of ability to fund capital setup + working capital
  - Concession/ticketing/earned income strategy
- 

## **5. Environmental & Site Stewardship – 10%**

Elements that will be considered

- Energy efficiency: LED, low-energy systems, smart dimming & scheduling
- Light management: spill control, wildlife-safe approaches
- Materials & waste: reuse plans, reduced single-use items

- Biodiversity protection: protection of trees, planting, wildlife
  - Monitoring & improvement: year-on-year sustainability improvement
  - Mandatory site protection:
    - Successful tenderer must photograph and document all site areas with Recreation & Amenity prior to installation, to ensure bond return after event.
- 

## **6. Track Record & References – 5%**

Mandatory: Minimum two references for comparable work.

Assesses:

- Delivery of similar outdoor/winter/park-based activations
  - Quality and credibility of references
  - Supporting links or documentation
- 

## **Minimum Compliance (Pass/Fail)**

Applicants must provide:

- Full concept and operations plan
- Financial model + evidence of capacity
- Team structure and governance
- Insurance (held or obtainable)
- H&S, safeguarding, GDPR systems
- Mandatory environmental requirements
- Two references

Failure to provide any mandatory documents will result the EOI failing and not proceeding to the scoring element of the assessment process.

---

## **4. Presentations / Clarifications**

GCC may invite applicants to present their proposal or provide clarifications.  
GCC is not obliged to accept any proposal.

---

## 5. Indicative Timeframe

- **EOI opens:** 13 April 2026
  - **EOI closes:** 18 May 2026 (12:00 noon)
  - **Presentations/clarifications:** June 2026
  - **Award & contracting:** June 2026
  - **Live period:** December 2026 /January 2027 (final dates to be confirmed)
- 

## 6. Submission & Queries

- **Submission:** [EconomicDevelopment@GalwayCity.ie](mailto:EconomicDevelopment@GalwayCity.ie)
  - **Queries:** Send to [EconomicDevelopment@GalwayCity.ie](mailto:EconomicDevelopment@GalwayCity.ie) by *April 29<sup>th</sup>*  
Responses may be shared where appropriate.
  - **Submission Deadline:** May 18<sup>th</sup>, 2026.
- 

## 7. Conditions of Participation

- **FOI / AIE:** EOI submitted may be disclosed under FOI legislation. Please advise if submission is commercially sensitive.
  - **Data Protection:** GCC is Data Controller; applicants must comply with GDPR.
  - **Conflicts of interest** must be declared.
  - **Insurance & Indemnity:** Proof required prior to contract.
  - GCC may amend, suspend or withdraw this EOI at any time.
  - **Statutory consents & competency requirements** apply for all installations.
  - **Make good:** Sites must be restored to pre-event condition; damage will be recharged.
-