

Expression of Interest - Event Management Contractor - Lake Mac Action Fest

* indicates a required field

About the Event

Lake Mac Action Fest (formerly known as Fast & Loud Festival), showcases high energy attractions and celebrates the vibrant spirit of Lake Macquarie.

The festival is operated in partnership by Lake Macquarie City Council (LMCC) and other external event operators, with the LMCC event being the Offshore Superboat Championships racing on the lake and a livesite from the primary viewpoint at Warners Bay Foreshore.

This EOI opportunity is specifically relating to this free family friendly live site: **Warners Bay Foreshore Saturday 17 October and Sunday 18 October 2026 10am - 3pm each day. Expected attendance is 3000 pax throughout each day.**

Scope of Work

LMCC is looking for one suitably qualified local Event Management Contractor to successfully deliver the end-to-end management of the Warners Bay Foreshore live site on Saturday 17 October and Sunday 18 October 2026.

Across both event days, Warners Bay Foreshore will be activated with markets, food vendors, live music, kids activities, and additional operational services. This location is the primary viewpoint for the Superboat races and will also broadcast the race commentary through speakers positioned across the site.

The successful contractor will be required to start planning no later than July 2026.

Contractor, Stallholder and Entertainment Management The following elements are to be coordinated, managed and paid for, by the selected contractor:

1. Waste Management (8 general and 8 recycling bins) with a collection each day
2. Site and toilet cleaning contractor (1 staff) throughout entire event
3. First Aid contractor (1 staff) throughout entire event
4. Generator hire (if required, as there is limited power available)
5. Stage musicians (local soloists or duos) to play in between Superboat races (utilising existing rotunda stage)
6. Roving entertainers (expectation to be negotiated with LMCC based on available budget after other expenses are accounted for)
7. Event staff/Labour team (2 minimum)
8. Stallholder and vendor recruitment, contracting and coordination
9. Children's activities
10. Other LMCC provided or recommended activations

Note that LMCC will directly arrange and pay for the audio system and its operator separately, which includes stage and delayed speakers throughout the site for broadcasting both the live music and the Superboats race commentary. The selected Event Management Contractor will be expected to manage the bump in/out of this contractor and assist them as needed throughout the event.

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Site Management

Provide a minimum of two staff for duration of the event from set up, through the delivery and until pack down is complete, to deliver the following:

- 1.Management of infrastructure and contractor bump in, setup and bump out
- 2.Installation of equipment such as Council branded marquees and portable water stations
- 3.Marking up of site plans for stallholder bump in
- 4.Bump in/out of all stalls and activities, including some arranged directly by LMCC such as sponsor or LMCC activations
- 5.VIP/staff parking management in carpark at one end of the event site (if required)
- 6.Risk management and emergency response implementation as needed
- 7.Installation of LMCC signage and branding across sites (corflute, feather banners, scrim)
- 8.Familiarity with the entire event including other events across the Action Fest program, and to be available to assist the public with their enquiries during the event at live sites

Planning services

- 1.Provide a dedicated event manager to plan and coordinate all components in the Scope of Work, from appointment until post-delivery
- 2.Have the qualified ability and a suitable number of dedicated hours required, to deliver the services as listed, as well as attend site meetings and weekly online meetings with LMCC, throughout the planning as required
- 3.Manage the finances for contractors and entertainers within the budget allocated, and make payments directly to these suppliers on time
- 4.Abide by any LMCC site layout and design requirements
- 5.Required to submit an Event Licence application form through the LMCC website, and uphold the event licence terms and conditions
- 6.Responsible for any loss or damage caused by their actions and will be required to hold suitable insurances
- 7.Liaise with LMCC staff and event sponsors who may have activations at the event
- 8.Risk Management planning and implementation, addressing all of the listed responsibilities
- 9.Emergency Management planning and initiation for the onshore live site
- 10.Undertake all due diligence and assume full responsibility for risk and emergency response management at the live site, and obtain appropriate licenses, certificates and insurances to ensure the safe and effective delivery of the on land elements of the Warners Bay Foreshore live site.
- 11.Be involved in, but not responsible for, discussions and decisions related to weather impacts to the event
- 12.Assist with promotion of the event (optional) using only LMCC provided designs and approved copy
- 13.Provide a post-event report including site attendance and stallholder information

Management and administration of agreements and contracts with vendors and stallholders

- 1.Be bound by LMCC fees and charges, selection criteria, and cancellation policies stallholders.
- 2.Ensuring all contractors and entertainers have fair and clearly stated cancellation policies, and to provide notice of these policies to LMCC
- 3.Prioritise sourcing stallholders, suppliers and entertainers from the Lake Macquarie region. Refer to the [Creative Business Directory - Lake Macquarie Arts](#)
- 4.Confirm all suppliers, vendors and site plan no less than 3 weeks prior to event date.

Insurance Requirements

Maintain insurance coverage for all of your responsible elements relating to the live site events, for the duration of the contract, and be held responsible for any loss or damage caused by their actions. Coverage required:

- Public Liability not less than \$20,000,000
- Workers compensation covering all workers
- Professional Indemnity

Payment Structure

The Payment for this contract is completely through the retention of stallholder fees, as follows:

- 1.The Event Management Contractor shall retain all fees and charges collected from stallholders.
- 2.The Event Management Contractor shall use the retention of stallholder fees to pay for any contractors and entertainment as listed in the scope of work
- 3.Invoice and payment received from stallholders will be managed directly by the Event Management Contractor.
- 4.The Event Management Contractor is required to charge stallholders at the rates prescribed by LMCC and adhere to the cancellation policy agreed upon at the time of appointment.
- 5.Note LMCC will place a limit on the number of stallholders per site, based on site capacity and expected attendance.
- 6.It is expected that there will be approximately 30 stalls in total with approximately 8 of these being food, snacks and drinks.
- 7.[Click here](#) to Community Events (2000-5000 or more) stallholder fees and charges. Note these fees will increase slightly in the new financial year. Estimated income from food and drink vendors is \$3848* + gst and market stalls \$4840* + gst.
- 8.Kids amusements (eg. jumping castle) can also be charged a site fee. Discuss applicable fee with LMCC.

* Subject to stall size/type and other activations which may impact the available site space, as stipulated by LMCC during the planning phase.

Event cancellation policy

In the event of adverse weather conditions, LMCC will consult with relevant stakeholders to determine if the event can be delivered safely, with the intention of making a decision 24-48 hours before the event where feasible.

Note that in making a decision based on adverse weather, there is consideration given to the safety and successful delivery of both the on-land and on-water activities.

If Action Fest 2026 live site at Warners Bay is cancelled by LMCC less than 72 hours prior to the event, the Event Management Contractor is entitled to retain 50% of stallholder fees. This clause will ensure the Event Contractor still receives some payment for the planning hours despite cancellation.

If cancellation by LMCC occurs more than 72 hours prior to the event, the Event Contractor is required to refund 100% of stallholder fees. If this occurs, then LMCC will negotiate a fair payment for the contractor to pay for any hours already committed to planning the event.

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If there are any fees non-refundable by hired contractors/entertainers booked and paid for by the Event Contractor, LMCC will cover the payment as long as there is proof that this aligns with the supplier's cancellation policy and that the terms of this cancellation policy are provided to LMCC in advance.

EOI Submission Details

We are accepting expressions of interest from suitably qualified event management contractors who can fulfil the requirements for the event and are available for the dates specified.

Applicants must be able to deliver the live site requirements across both event days.

Expressions of interest are open until **9am, Tuesday 7 July 2026**.

To apply please complete this EOI form.

In your response, you will be required to outline your relevant experience and competency to deliver the event, your vision for the event, and attach your resume for review.

Key Dates for Float your Boat:

EOI Opens

25 June 2026

EOI Closes

7 July 2026

EOI Review and Selection

7-9 July 2026

Appointment of Event Management Contractor

9 July 2026

Event Planning

July-October 2026

Event Delivery:

17-18 October 2026

Post Event Review

11 November 2026

Contact

If you have any questions relating to this application process or would like to discuss the details of your potential involvement prior to submitting an application, please contact Events and Festivals Leader, Natalie Watson via email at nwatson@lakemac.nsw.gov.au or ph. 02 4921 0295 during business hours Tue-Thur. For urgent enquiries on a Mon or Fri, phone 02 4921 0544 or events@lakemac.nsw.gov.au

Applicant Details

Applicant *

Individual Organisation

Organisation Name

Title First Name Last Name

Must match your Public Liability Insurance Certificate

ABN *

If you are having trouble finding your ABN, go to <https://abr.business.gov.au>

Contact Information

Postal Address *

Address

Phone Number *

Email (Please note: If you are successful, this email address will be listed on the LMCC website for stallholders to contact you for involvement) *

Assessment Criteria

All applications will be reviewed by a panel of LMCC staff against the following criteria:

Please outline your ability to provide Event Management as outlined in the Scope of Work, as well as any experience you have contracting relevant local suppliers.

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Please outline your specific experience managing markets, the type of stalls you would expect to include at this event, and your connection with Lake Macquarie stallholders in particular. *

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Please outline how you will perform your role of ensuring the safety of staff and patrons on your event site. *

Does at least one member of your staff expected to work on the event site hold a current First Aid Certificate and Working With Children Check? (This is a requirement for at least one staff member) *

- No staff hold both certifications but this will be obtained and supplied prior to the event
- Yes at least one staff member holds each certification and proof will be supplied

Documentation

Certificate of Currency - Minimum of \$20M Public Liability *

Attach a file:

Any additional supporting documentation

Attach a file:

Any additional information or questions?

Use this space to identify any concerns you may have with the conditions of the agreement that you would like to discuss further.

Declaration of Acknowledgement

By submitting this Expression of Interest (EOI), I confirm to the best of my knowledge that the information provided is true and correct.

I understand the responsibilities, deliverables, and expectations associated with the role of Event Management Contractor for the 2026 Lake Mac Action Fest.

I confirm my ability to staff the event as required and provide the necessary resources to meet the event's operational needs.

I understand if successful, I will be required to enter into a formal agreement with Lake Macquarie City Council and comply with the terms and conditions outlined in that agreement.

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- I confirm that I have read and understand the Declaration of Acknowledgement

Submission

Thank you for taking the time to complete an Expression of Interest for Lake Mac Action Fest 2026. Applications close 9:00am, Tuesday 7 July 2026.

All applicants will be assessed by a panel of LMCC staff based on the quality of responses to the Assessment Criteria questions. Every applicant will be advised of the outcome by 5:00pm, Thursday 9 July 2026.

If you have any questions relating to this application process or would like to discuss the details of your potential involvement prior to submitting an application, please contact Events and Festivals Leader, Natalie Watson via email at nwatson@lakemac.nsw.gov.au or ph. 02 4921 0295 during business hours Tue-Thur. For urgent enquiries on a Mon or Fri, phone 02 4921 0544 or events@lakemac.nsw.gov.au