Expressions of Interest

The City of Subiaco is seeking expressions of interest (EOIs) to work in partnership with other organisations to deliver the Community Christmas Day Lunch.

*\*The City has traditionally offered a meal at lunch, alternative options will be considered e.g., breakfast, picnic, dinner.*

**What is the Community Christmas Lunch?**

For more than 40 years, the City of Subiaco has been involved in supporting Christmas Day festivities for members of the community who might live alone or have family living elsewhere.

In the late 60s John and Elsie Quigley volunteered their time to work with the Subiaco Senior Citizens. They identified a need to share the Christmas spirit with those who spend Christmas day alone. They started the tradition of preparing a Christmas day feast based on donations from local businesses and volunteers.

Mr and Mrs Quigley gave up their Christmas day for more than 10 years to serve others, never accepting any accolades for their selfless activities. In the late 80s and early 90s, Elizabeth Brash and her family continued the tradition, followed by Janine Hawker until the mid-90s.

Today, the legacy and tradition of the Christmas day lunch continues. In 2019, the Christmas Day Community Lunch event was delivered by three local community organisations; Baha’i Community, Earthwise and Subi Church. The event was successful in addressing social isolation in the community and creating community connections. In 2020, 2021 and 2022 the Christmas lunch was organised and led by Subiaco Church.

The City would like to continue this tradition by working in partnership with organisations and/or businesses to deliver this highly valued event. For this purpose, the City is seeking expressions of interest (EOIs) from organisations and businesses based in Subiaco for the delivery of the 2023 Community Christmas Lunch.

### How many people attend this event?

Approximately 100 people attended the Christmas lunch in 2023. It is recommended that organisations submitting an EOI plan for a lunch of up to 80 guests.

### What is the City of Subiaco looking for?

The City of Subiaco is looking for organisations or businesses which will be responsible for:

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| Responsibility | Description | Requirements |
| Venue | * Providing a venue to host a lunch on Christmas Day for up to 80 people
* Supplying and installing festive decorations at the venue
 | * An accessible venue is required for this event. Please use the accessible checklist attached to this document as a guide (page 2 and 3)
* Preferably in proximity to public transport
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| Food  | * Providing a meal, nibbles and dessert for attendees
 | * Any available food and beverages to be easily accessed.
* Food must be appropriately stored and served by adults.
* Relevant Environmental Health permit sought if necessary
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| Transport | * Arranging transport to and from the lunch (only if requested by attendees)
 | * Transport to be provided to residents within City of Subiaco boundaries
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| Volunteers | * Managing RSVPs and recording information regarding dietary, accessibility and transport requirements
* Sourcing sufficient volunteers to assist as required for set up, meal service and clear up
 | * Volunteer insurance coverage
* Public Liability insurance
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| Entertainment | * Provide entertainment during the lunch
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The City is willing to accept EOIs to complete one or more tasks required to deliver the event. The City welcomes sole EOIs as well as collaborations between one or more community organisations. In the event that your organisation is not familiar with any potential partners, the City may be able to link you with other organisations.

If the event is delivered by two or more organisations, the City will provide the funds to one leading organisation, which will then liaise with any other collaborators. Once the leading organisation is selected, a partnership agreement will be drafted that will outline partner responsibilities in more detail and reporting requirements.

### What is the City of Subiaco offering?

The City of Subiaco will support the event by providing the following:

* + Funding to cover the costs of the event
	+ Preparation of event invitation
	+ Facilitate one or two meetings with partners (if required)
	+ Provision of the City’s database of Christmas Lunch attendees and other interested community members
	+ Promotion through the City’s communication channels

### How do you submit your expression of interest?

Please complete the expression of interest form (EOI). Once completed, EOIs should be sent to culture@subiaco.wa.gov.au by close of business Thursday, 7 September 2023.