



Oscailt Oifigiúil Rian Glas na nDéise

Community and Voluntary Groups Involvement in Official Opening of Waterford Greenway Expression of Interest Form

Waterford City and County Council has been developing the **Waterford Greenway** along a 46km section of the old disused railway line from Waterford City to Dungarvan over the past number of years. This development phase is now nearing completion and the official opening is scheduled take place in late March 2017 at a number of key locations adjacent to the Greenway itself.

It is envisaged that the development and completion of the Greenway will have a hugely significant cultural, social and economic impact on the lives of the people of Waterford in the years to come. In order to celebrate this momentous occasion in Waterford's social history, Waterford City and County Council is now seeking expressions of interest from Community and Voluntary groups, schools, clubs and organisations who may be interested in organising or assisting in organising an event to coincide with the official opening celebrations.

1) Organiser's Details Organisation name Organisation contact address	
2) Contact details Contact person's name Landline number Mobile number where possible Email address	
<i>Event or project details:</i>	
3) Outline of planned event: (a.) Event Title: (b.) Brief Description (please use additional sheet if necessary): (c.) Target Audience (e.g. children and young people, families, older age groups, general public/all etc.):	

(d.) Anticipated number participating:

4) Organiser's Insurance Details

(a.) Company:

(b.) Type of cover applicable to this event (e.g. public liability, personal accident):

(c.) Letter from insurance company submitted with this application(as per point 4 Terms and Conditions):

Yes No

If 'No' please give reason: _____

5) Estimate of costs involved with organising this proposed event:

Area(s) of Expenditure	Estimated cost €
Total	

6) Declaration by main contact person:

I hereby wish to submit an expression of interest on behalf of _____ to organise/support/assist in the organisation of an event to coincide with the official opening of Waterford Greenway in late March 2017. I also declare (on behalf of the above named organisation) that I have read and understood the Terms and Conditions below:

Signed

(Name in Capitals and Title)

Date: _____

PLEASE READ THE FOLLOWING Terms and Conditions CAREFULLY BEFORE SUBMITTING AN EXPRESSION OF INTEREST FORM

1. The types of groups which may wish to make an expression of interest include community groups, voluntary organisations, schools, sports clubs, active retirement groups, childcare service providers, workplaces or any group that wishes to organise or support the organisation of an event to coincide with the official opening of the Waterford Greenway.
2. All planned events must take place at a date and time to be agreed with Waterford City and County Council, to coincide with the official opening. **The official opening is currently scheduled to take place on Saturday 25th March 2017.**
3. Planned events may take place at any safe location along the Greenway by agreement with Waterford City and County Council and with the necessary relevant permissions from landowners/property owners as appropriate. It is envisaged the main events to celebrate the opening will take place in Waterford City, Kilmacthomas and Dungarvan.
4. **Event indemnity & insurance:** The participating group(s) must indemnify Waterford City and County Council in respect of any legal liability, loss, claim or proceedings arising out of or in connection with death and/or bodily injury to any persons and/or loss or damage to any property which arises directly or indirectly out of the group's participation in the official opening of the Waterford Greenway event. Waterford City and County Council shall not be liable for any claims arising from events. The participating group(s) will be obliged to furnish evidence of their insurances in the following manner prior to the event:

Insurances to be provided on the headed paper of the Insurer or Insurance Broker and must include the following details:

- The Insurer (Not Insurance Broker)
- The Insurance Policy Number
- The period of insurance
- The Business Description on the Insurance which must cater for the group's activities.
- The Named person /group on the Insurance Policy being the same as that applying to participate in the event.
- The Public Liability Indemnity Level must be €2.6m or higher.
- The Insurances must note an indemnity to WCCC for the purposes of the participating in the official opening of the Waterford Greenway.

We advise all groups to contact their insurers prior to submitting an expression of interest.

5. Where events are taking place on the public road the Gardai and Local Authority must be notified in writing of your intention to organise the event. Permission must be received in advance of the event taking place.
6. Adherence to Child Protection Guidelines: Where children or young people are participating as part of a proposed event, organisers should be familiar with and adhere to relevant child protection guidelines and procedures.
7. A dedicated contact person from your organisation should be appointed. Full details for that contact person (email address and telephone number) should be submitted as part of this expression of interest process. A member of staff from Waterford City and County Council will have a pre event meeting with this contact person to assist with planning the proposed event.
8. Estimates of expenditure: Groups submitting an expression of interest should be as accurate as possible when estimating costs as in *certain cases* there may be financial support available from Waterford City and County Council to assist with the organisation of events. In this case only costs relating directly to the organisation of the proposed event may be considered eligible for some support.
9. **Completed applications should be e-mailed to jbrunnock@waterfordcouncil.ie** or, alternatively, application forms can be posted to Johnny Brunnock, Community Dept., Waterford City and County Council, Civic Offices, Dungarvan, Co. Waterford.

10. The closing date for applications is **4 p.m. Monday 30th January 2017.**
11. The dedicated contact person will be informed of the outcome by Friday 10th February 2017.
12. Please note: For those groups that may be in receipt of any financial assistance with regard to the organisation of their proposed event, payment of funding will not be made until **after the proposed event itself** and only then after the satisfactory submission of the following:
 - Copies of paid invoices relating to expenditure on your Greenway opening event.
 - A brief account of the event-claim form will be available.
 - At least two photographs of the event-preferably received by e-mail as JPG, PDF etc.
 - Copies of any media coverage that the event received.
13. The post event report will need to be furnished to the above e-mail/postal address on or before **Friday 7th April 2017.**

Examples of Greenway Opening Events may include but are not limited to:

- Walks or cycles along the Greenway.
- Community picnics, parties, BBQs, fancy dress or foodie events adjacent to the Greenway
- Musical or cultural events
- Greenway related art competitions or artistic events
- Historic or heritage exhibitions, walks or talks regarding the Greenway or railway
- Unusual ways to travel along the Greenway-active travel only
-and much, much more-the only limit is your imagination!
- De bharr go dtarlaíonn Oscailt Oifigiúil Rian Glas na nDéise le linn Sheachtain na Gaeilge, cuirfear fáilte roimh léirithe spéise ó ghrúpaí/eagraíochtaí ar mhaith leo imeachtaí trí Ghaeilge a eagrú/cabhrú le himeachtaí a eagrú i gcomhthráth leis an oscailt oifigiúil.

For further details and information on this expression of interest process contact Johnny Brunnock at jbrunnock@waterfordcouncil.ie, call 0761 10 2496, log onto www.waterfordcouncil.ie or www.visitwaterfordgreenway.com