

REQUEST FOR PROPOSALS

The City of Salem requests proposals from qualified vendors to supply and operate a “Beverage Garden” on October 31, 2023 from the hours of 2:00 p.m. to 10:00 p.m. at the intersection of Washington and Federal Street, immediately in front of 32 Federal Street.

The beverage garden shall be no larger than 2000 square feet and shall provide a variety of beverages which may include wine, cider, malt and non-alcoholic beverages to the public.

The proposer must provide evidence of experience operating this type of event and will be required to demonstrate they can provide:

- all equipment, lighting, seating and products for the Garden;
- entertainment in concert with the adjacent main stage organized by the City, (Must provide entertainment and lighting for the beer garden when there is not a band on stage. The stage will go live at 7:00 p.m. until 10:00 p.m. There will be a few short breaks.) The beer garden needs to remain open until the 10:00 p.m. closing time;
- a Halloween themed venue including decorations;
- ADA compliant seating;
- a barricade or fencing around the perimeter of the Garden limiting access to the Garden through a monitored entrance and exit;
- an application to the Licensing Board by October 19, 2023 for a one day liquor license;
- requisite liquor liability insurance;
- evidence of including local brewers in their offerings;
- attendance at the zoom meeting of the Licensing Board on October 23, 2023 at 6:00 p.m.;
- TIPS certified staff to check IDs and serve alcohol; and
- other requirements issued by the City.

Proposals shall be submitted to the City’s Special Event Coordinator at etalkowsky@salem.com no later than October 16, 2023 at 4:00 p.m. Proposals shall be evaluated based on experience and ability to undertake the event.

Date of issue: 10/4/23