



Terms & Conditions for submitting an Expression of Interest (EOI)

1. This EOI covers medium/large scale events that would start in 2023 /2024 in either Exhibition Park or Leazes Park. Successful candidates will be offered either a 1-, 2- or 3-year Agreement. If a multi-year Agreement is offered, the initial year will be a probation year; the event will be reviewed by both parties before confirmation that the agreement will continue into years 2 and 3.
2. The submission deadline is 5pm Thursday 16 February 2023 via our online application form. Successful applicants will receive an email or telephone call on the 2 March 2023 to let them know that their submission has been selected. Due to potential submission numbers, we are not able to contact all applicants, so please note if you have not heard from us before the 2 March 2023, your expression has not been selected on this occasion.
3. **Costs and Agreement**
The successful applicant will enter into an Agreement with Urban Green Newcastle (UGN) and any additional requirement charges discussed and agreed will be added to their Agreement.
4. UGN does not bind itself to accept the highest or any offer received and will accept no responsibility for any expenditure incurred by any interested party in relation to the submission of any offer, whether successful or not.
5. The decision by the UGN is final.
6. The Applicants will advise UGN immediately if there are any changes to their EOI application.
7. Please note that EOI process is designed to invite interested organisers/producers to apply to host an event in either Exhibition or Leazes Park. The EOI process is not however the only method by which events are selected, our day-to-day application process will remain open alongside this EOI for both Exhibition Park and Leazes Park as well as the other parks we manage.
8. **Payment Terms**
The Deposit (50% of the agreed fee including any licence and reparations) must be paid in full upon signing the Agreement. The balance of the agreed fee must be paid in full twenty-eight (28) days prior to the start of the Hire Period. A refundable reparations fee may also be applicable and payable 30days in advance of the hire period.
9. **Event Documentation and Safety Advisory Group (SAG)**
All successful applications will be subject to comment from the Newcastle City Council Safety Advisory Group and event documents are required to be submitted to UGN and SAG at least three months prior to the event for consideration.