



# **Request for Expression of Interest (EOI)**

## **Ramadan Night Market Operator**

Hume Central Precinct (or alternative)

Closing date:

5pm on Wednesday 1 July 2026

Hume City Council  
1079 Pascoe Vale Road, Broadmeadows  
9205 2200

# Expression of Interest: Ramadan Night Market Operator

Invitation for community organisations and not-for-profit entities to develop and manage a Ramadan Night Market for a period of up to three years at the Hume Central Precinct (or alternative site).

## 1. Purpose

- 1.1. Hume City Council invites **Expressions of Interest** from eligible community organisations and not-for-profit entities to plan, deliver and manage a **Ramadan Night Market**, for a period of up to three years, commencing 2027.
- 1.2. Council is seeking a capable and experienced operator, to work collaboratively with stakeholders, local traders, community, and Council to deliver a welcoming, inclusive, safe, and compliant event.
- 1.3. The Ramadan Night Market should recognise the cultural and spiritual significance of Ramadan, celebrate Hume's cultural diversity and encourage local and visitor participation.
- 1.4. This Expression of Interest process is intended to identify an organisation with the governance, event management capability, and community connections to deliver the event in accordance with Council, regulatory and statutory safety, compliance requirements, and best practice event management standards.

## 2. Opportunity

- 2.1. Council is seeking to appoint **one preferred operator** to plan, deliver and manage a Ramadan Night Market for a period of up to **three years**, commencing during Ramadan 2027.
- 2.2. The market should include food vendors selling Halal and culturally diverse foods as well as stalls and community performances. Event programming should consider prayer times, including provision for quiet / prayer spaces where feasible.
- 2.3. Market operators should encourage and support the participation of local diverse communities, community connection, and the visitor economy through event programming, while providing a safe, accessible, inclusive, intergenerational and family-friendly environment that supports safe participation during evening and late-night hours.
- 2.4. The Ramadan Night Market should be planned and delivered with an understanding of the cultural and spiritual significance of Ramadan. Applicants are encouraged to demonstrate how cultural knowledge and community voices will inform event design and delivery.

- 2.5. The Ramadan Night Market is proposed to operate Thursdays – Sundays in the Hume Central precinct, or other proposed Hume based locations, during the first two weeks of Ramadan in 2027, 2028 and 2029.
- 2.6. Applicants can propose alternative dates, and locations within Hume City.
- 2.7. Final market arrangements will be determined by Council in consultation with the successful applicant, and as part of the permit application and approval process.

### 3. Eligibility

- 3.1. Applicants must meet the following eligibility requirements:
  - 3.1.1. Be an incorporated community organisation, incorporated association, company limited by guarantee, registered charity or other recognised not-for-profit legal entity;
  - 3.1.2. Hold an active Australian Business Number (ABN);
  - 3.1.3. Be able to demonstrate governance arrangements, financial management systems and organisational capacity;
  - 3.1.4. Have experience in community engagement and cultural programming;
  - 3.1.5. Have experience in major event or market operations, (planning, management, and delivery);
  - 3.1.6. Hold, or be willing to obtain, all required insurances, (noting the need to hold a minimum of \$20 million in public liability insurance for the Ramadan Night Market);
  - 3.1.7. Not have any outstanding debts, acquittals, or compliance matters with Council.

Council will require evidence of legal status, financial capacity, insurances, and prior event experience as part of the application.

### 4. Operator Responsibilities

The successful operator will be responsible for:

- 4.1. Planning, development and delivery of the Market including responsibility for all compliance, risk, safety, emergency management matters;
- 4.2. Obtaining and maintaining all licences, permits, approvals, and insurances required to operate the event.
- 4.3. Preparing all required event documentation including event plans, risk and safety management plans, traffic, and waste plans in compliance with guidance and statutory regulations;
- 4.4. Compliance with food trading standards, as outlined in The Food Act 1984, food safety, public health, emergency management, incident response protocol,

- occupational health and safety and any other relevant legal and statutory obligations;
- 4.5. Compliance with Council’s Social Justice Charter and principles of equity, access, engagement and participation and Council’s plans and policies;
- 4.6. Complying with the Victorian Child Safe Standards.

## 5. Council Responsibilities

Council will:

- 5.1. Provide guidance and mentoring on compliance and statutory requirements as part of the event permit application process. For information on the permit application process – visit [www.hume.vic.gov.au](http://www.hume.vic.gov.au) - [Plan an Event or Gathering](#)
- 5.2. Waive the Council event permit application fees.
- 5.3. Promote the event through Council communication channels, where appropriate.

## 6. Application Requirements

Applicants must provide the following information:

- Organisation name, legal status, ABN and contact details;
- A brief organisational profile and relevant experience;
- A proposed delivery approach for up to three years, including indicative dates and locations;
- Operating hours including bump in and out;
- Evidence of stakeholder and community engagement capability;
- Evidence of event planning capacity, including compliance knowledge, risk, safety and emergency management planning experience;
- Evidence of current insurances or confirmation of capacity to obtain them;
- Examples of comparable projects delivered.

Council may request further supporting documents, including certificates of incorporation, insurance certificates, financial statements, policies, or event plans.

## 7. Assessment Criteria

Hume City Council officers will assess applications against the following criteria:

<b>Selection Criteria</b>	<b>Weighting</b>
Demonstrated Organisational Capacity & Governance	25%
Event Concept, Cultural Alignment & Community and Economic Outcomes (community participation, encourage local participation and visitor attendance)	30%

Event Delivery Capability & Capacity (demonstrated experience in event management, risk management, safety and emergency management planning)	35%
Hume based organisation	10%

Council may shortlist applicants for interview or request further information prior to making a final decision.

## 8. Process and Timeline

### Application Portal

Expressions of Interest are to be submitted via the online application form available on the SmartyGrants portal.

#### Insert link

Applications must be received by 5pm on Wednesday 1 July. Late applications are unable to be accepted.

### Key Dates

An officer selection panel will review applications based on the assessment criteria.

Stage	Key Dates
Expression of Interest open	Friday, 5 June 2026
Expression of Interest closes	Wednesday, 1 July 2026
Notification of outcome	By 31 July 2026
Agreement in place	August 2026
Period of Agreement	August 2026 – August 2029 (to support delivery of Ramadan Night Markets in 2027, 2028 and 2029)

Council may amend this timetable at its discretion.

## 9. Terms and Conditions

- 9.1. Council reserves the right to accept or reject any application, seek further information, negotiate with one or more applicants, cancel this process, or vary the scope of the opportunity at any time.
- 9.2. Council is not liable for any costs incurred by applicants in preparing or submitting an Expression of Interest or participating in the assessment process.
- 9.3. The successful applicant must enter into a formal agreement with Council before any event activity is undertaken.

- 9.4. The appointment will be subject to satisfactory performance, ongoing compliance, and annual review requirements determined by Council.
- 9.5. The successful applicant must comply with all applicable legislation, local laws, policies, permit conditions, and directions issued by Council or emergency services.
- 9.6. Council may terminate or decline to renew the arrangement where the successful applicant fails to meet agreed standards, breaches conditions, or where the event is no longer feasible or supported.
- 9.7. Any proposed sponsorship, commercial arrangements, stallholder fees, or revenue model must be clearly disclosed in the application and is subject to Council approval.
- 9.8. The successful applicant is responsible for ensuring all subcontractors, stallholders and participants comply with statutory requirements.
- 9.9. Council will require post-event evaluation and acquittal information after each event delivery period.
- 9.10. Applicants must not attempt to influence Councillors or Council Officers and any such action will result in the Expression of Interest application being deemed ineligible.

## 10. Further Information and Support

For further information or support contact

**Contact officer:** Coordinator, Arts, Culture & Events, Hazel Finnie  
**Email:** [events@hume.vic.gov.au](mailto:events@hume.vic.gov.au)  
**Phone:** 0408 443349