



Date: February 27, 2025

REQUEST FOR PROPOSALS (RFP) – BEER TENT OPERATIONS

Village of Antioch, Illinois

I. INTRODUCTION

The Village of Antioch, Illinois, is seeking proposals from qualified vendors to operate beer tents at three major Village events.

Event 1: Kickoff Concert – June 12, 2025. The annual Kickoff concert features a national touring act. Past acts include Royal Bliss and Rodney Atkins. Attendance has been anywhere between 2,500 – 5,500.

Event 2: End of Summer Concert – August 14, 2025. This is a new event with a “back to school” theme, occurring on the last Thursday before the start of school. With additional promotion and emphasis, the crowd is expected to be anywhere from 2,000 – 3,000.

Event 3: Small Town Smokeout – A yet to be determined Saturday in August or September. 2025 will be the second year of the Smokeout event in Antioch. Last year, the event featured three BBQ vendors and a beer tent, plus several country bands. Crowd estimates were approximately 2,000 – 2,500.

The selected vendor will be solely responsible for obtaining all necessary liquor licenses, staffing, and managing beer sales in compliance with all applicable laws and regulations.

The Village’s primary objectives in selecting a vendor are:

1. Maximizing revenue for the Village through a structured profit-sharing agreement.
2. Minimizing legal and compliance risks through proper licensing, insurance, and adherence to liquor laws.
3. Eliminating staffing responsibilities for the Village by ensuring the vendor fully manages staffing needs.

II. SCOPE OF SERVICES

The selected vendor shall:

1. Secure all required state and local liquor licenses, permits, and approvals.
2. Fully operate the beer tents at three major Village events. The beer tents (most likely a 30x60 or 30x30) will be provided by the Village of Antioch for use during the event. Additionally, the village will supply lighting and electricity for the beer tent.

3. Provide a selection of beer and other approved beverages, subject to final approval by the Village, which retains the right to select the beer distributor. The vendor will be responsible for supplying cups (if needed for draft beer sales), ice, and arranging with the beer distributor to supply coolers.

4. Provide all staffing for the beer tent, including recruitment, scheduling, training, and supervision. It is the vendor's responsibility to make sure that the beer tent is set up and ready to serve at the mutually agreed upon start time. After the event, the vendor will need to remove any unsold alcohol inventory within two hours of closing.

- The vendor is encouraged to engage local non-profits to staff the beer tents, but the Village shall have no responsibility for staffing or volunteer coordination.

5. Ensure compliance with all state and local liquor laws, including but not limited to:

- Proper age verification (ID checks at the point of sale).

- BASSET Training Requirement: The vendor must ensure that at least one BASSET-certified staff member is present at all times during beer tent operations. Non-certified volunteers or staff may assist with service under the direct supervision of a BASSET-certified individual.

6. Maintain a clean and safe environment in and around the beer tent area. The village will provide garbage cans and access to dumpsters. Village staff will empty garbage cans after the event.

7. Provide quality customer service to ensure a positive experience for event attendees.

8. Use an electronic point-of-sale (POS) system or a cash register with tape to track all sales and provide real-time reporting upon request.

III. PROFIT SHARING & COMPENSATION

To ensure maximum revenue for the Village, the vendor shall adhere to the following financial structure:

1. The vendor shall pay the Village the greater of \$1,800 per event or 10% of total gross sales.

2. Payment Terms:

- *Full payment is due within five (5) business days after each event.*

- *A post-event financial reconciliation report must be submitted, detailing total sales, expenses, and the amount due to the Village.*

- *The Village reserves the right to audit vendor financial records related to alcohol sales.*

IV. INSURANCE & LIABILITY REQUIREMENTS

To ensure the safety and security of our community and to protect the Village of Antioch from legal exposure, the selected vendor for beer tent operations must meet the following insurance and liability requirements:

1. **Insurance Coverage; Generally:**
 - a. **General Liability Insurance:** Minimum \$1,000,000 per occurrence.
 - b. **Liquor Liability Insurance (Dram Shop Insurance):** Minimum \$2,000,000 per occurrence.
 - c. **Workers' Compensation Insurance:** As required by state law.
2. **Additional Insured.** The Village of Antioch must be named as an Additional Insured on all required insurance policies.
3. **Primary and Non-Contributory.** The vendor's insurance shall be primary and non-contributory.
4. **Waiver of Subrogation.** The vendor's General Liability and Workers' Compensation insurance shall include a waiver of subrogation in favor of the Village of Antioch.
5. **Legal Compliance.** The vendor assumes full legal responsibility for any violations of liquor laws, including over-service or sales to minors, and shall indemnify and hold harmless the Village of Antioch from all claims, damages, losses, and expenses arising from such violations.
6. **Event Cancellation Insurance.** The vendor will have the opportunity to participate in the Village's event cancellation insurance policy at their own expense to cover potential losses related to unforeseen event cancellations.
7. **Insurance Cancellation.** The Village shall receive notifications regarding the change or cancellation of any policy or line of insurance.
8. **Quality.** The Insurer must be licensed to operate in Illinois and of commercially reasonable quality and standards.

Note: The Village of Antioch reserves the right to request additional insurance coverage or bonding requirements to protect its interests.

V. PROPOSAL SUBMISSION REQUIREMENTS

Interested vendors must submit a proposal including:

1. Business Information:
 - Legal business name, owner(s), and contact information.
2. Experience:
 - Previous experience operating beer tents or similar beverage concessions at public events.
 - List of events previously serviced.
3. Profit-Sharing Proposal:

- Acknowledgment of the minimum \$1,800 per event or 10% of sales requirement.
- Explanation of how revenue will be tracked and reported.

4. Staffing Plan:

- Confirmation that the vendor will provide all staffing.
- If using volunteers, plan for recruitment, training, and oversight.

5. Licensing & Compliance Plan:

- Proof of required liquor licenses (or plan for obtaining them).
- Description of how the vendor will ensure compliance with liquor laws.

6. Insurance Documentation:

- Proof of insurance or commitment to obtain required coverage.

7. References:

- At least two references from past event partnerships.

Submission Deadline:

All proposals must be submitted electronically by 4:00 PM on March 21, 2025, to: jmoran@antioch.il.gov.

Contact: Jim Moran, Assistant Village Administrator – 847-395-1000 x1321

VI. SELECTION PROCESS & TERMS

The Village reserves the right to:

1. Reject any or all proposals.
2. Negotiate terms with the selected vendor before finalizing the agreement.
3. Terminate the contract if the vendor:
 - Fails to provide proper staffing.
 - Fails to meet financial obligations.
 - Violates liquor laws or event policies.
 - Does not meet performance expectations.

Final selection will be based on:

- Financial proposal (guaranteed payment & profit-sharing percentage).
- Experience & past performance at similar events.
- Staffing & compliance plan.

We look forward to partnering with a qualified vendor to maximize revenue, reduce risk, and enhance our community events!