

Memo

6 November 2017

To: Maungakiekie-Tāmaki Local Board

cc: Shirley Coutts (Senior Local Board Advisor), Chade Julie (Team Leader Event Facilitation)

From: Leanne Roche (Team Leader, Event Delivery)

Purpose

To seek additional funding for the delivery of Onehunga Christmas Lights event to be held on Friday 1 December 2017.

Executive summary

1. As part of the approved 17/18 Local Board Work Programme, the Maungakiekie-Tāmaki Local Board approved \$15,000 towards the delivery of the annual Onehunga Christmas Lights event.
2. Events are requesting an additional \$1150 be allocated to the event to cover increased costs for production and infrastructure while maintaining the same level of entertainment as previous years.

Recommendation/s

1. Maungakiekie-Tāmaki Local Board provides an additional \$1150.00 towards the Onehunga Festival Lights, taking the total event budget to \$16,150.00. This will allow for the event to be delivered with the same level of infrastructure, production and entertainment as per previous years.
2. Funding is recommended to be allocated from the Community Response Fund and either;
 - a) Transferred into the existing 17/18 Work programme budget line or
 - b) Provide Event Delivery with the WBS code to charge the additional spend towards

Comments

1. As part of the approved 17/18 Local Board Work Programme, the Maungakiekie- Tāmaki Local Board approved \$15,000 towards the delivery of the annual Onehunga Christmas Lights event.
2. Production expenses such as stage and lighting and operational costs such as waste have increased since 2016. Events have worked with suppliers to try and minimise costs at every opportunity but some additional budget is required for the event to be delivered in the same capacity as previous years.
3. The delivery budget of this event has not increased for several years and this is the first time a budget increase has been requested.
4. Events have identified two considerations for the local board in regards to the short-fall as details below:

Option 1: No additional funding is allocated to the delivery of the event. On-stage entertainment co will continue, however the Santa character and Santa's Grotto will be removed from the event.

Option 2: Allocate a further \$1,150 allowing for the production, infrastructure and off-stage activities – including Santa - to be consistent with previous years.

Activity	Cost
Santa	\$200
Mrs Santa	\$200
Grotto setup with decorations	\$750
Total	\$1,150

5. Events have considered other areas to reduce costs such as staging and operations however due to the Church programming and introduction of zero waste, savings in these areas are not feasible.
6. The local board should note that the Onehunga Christmas Lights is a popular event in the community and repeat attendees now have an expectation of what to expect from it. If we were to remove activities, such as Santa, it could negatively impact on the event experience and overall satisfaction.
7. Due to changes within the Royal Oak Baptist Church there may be a need to provide additional funding for future events, a wider discussion with the local board is requested to determine the future direction of this event should the Church be unable to participate in the same way in the future.

Sincerely

Leanne Roche | Team Leader, Event Delivery

Events - Arts, Community & Events

Auckland Council, Bledisloe House, 24 Wellesley Street, Auckland

Mobile 021 2445 907

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