



224 Pembroke Street West | Pembroke, Ontario | K8A 5N2 | Phone: 613-732-1492  
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## **Request for Proposals Catering**

**The Upper Ottawa Valley Chamber of Commerce invites your bid to provide catering services for our 60<sup>th</sup> Anniversary and Awards Gala to be held on Saturday April 28, 2018 starting at 5:30 with cocktails & hors d'oeuvres and a sit down served 3 course meal starting at 6:30 pm at the Ranking Culture & Recreation Centre. The theme of the evening is "Diamond Masquerade Ball".**

We wish to have hor d'oeuvres during the cocktail reception starting at 5:30 pm and then have a 3 course (salad, entrée, dessert) dinner served starting at 6:30 pm. The maximum attendance is 250 people. A final headcount will be provided to you at least 5 days in advanced, or at a mutually agreed time as required.

Our initial vision for the event, would to have serving staff circulate with hors d'oeuvres during the cocktail hour and then proceed into the served dinner. The three courses would be a salad, one entrée (please provide 3 different options for us to choose from) with a vegetarian option and dessert and tea & coffee. The event site will be providing bar service.

Your bid should include all aspects of delivery, set-up, presentation and clean-up. We will require plates, cutlery, cups and saucers (paper products and plastic cutlery are not acceptable for this event). The decorator will be providing the linen.

Our goal is to deliver an event that is elegant and enjoyable to all who attend.

Replies to this request must be priced on an all-inclusive price, per person. The price must include:

Cost of food service

Gratuuity (if any)

Taxes

Specified additions (plates, cutlery, cups & saucers, etc)

**TOTAL PRICE PER PERSON**

Proposals are welcome in this completion until **Friday February 16<sup>th</sup> at 3:00 pm**. Proposals may be submitted to the Chamber office to the attention of: Lorraine MacKenzie and submitted by email [manager@uovchamber.com](mailto:manager@uovchamber.com) or by mail or hand-delivered during business hours to UOV Chamber office 224 Pembroke Street West, Pembroke, ON K8A 5N2

The outcome of this RFP process will be shared with all bidders with the name of the successful bidder and the price. The outcome will be determined by the membership of the Chamber's Gala Planning Committee on or before February 23<sup>rd</sup>, 2018.

One final note we pride ourselves on event delivery and will welcome the successful bidder in this completion to display and promote their participation of on-site signage, business cards at the tables, or by any other mutually agreed means.

Sincerely,

Upper Ottawa Valley Chamber of Commerce  
Gala Planning Committee