



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

The Upper Ottawa Valley Chamber of Commerce invites your bid to provide catering services for our 60th 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”.

Our initial vision for the event, the hall fully decorated with the theme of Diamond Masquerade Ball. We are requesting that the decorator also provide table linens, napkins, centrepieces, chair covers and table numbers.

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.

Proposals are welcome in this completion until **Friday February 16th 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 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 23rd, 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