

**BEAUMONT AND AREA CHAMBER OF COMMERCE
CATERING REQUEST FOR PROPOSAL**

Request Deadline	May 24, 2019
Email:	info@beaumontchamber.ca

Event Information

Event Title:	Beaumont Chamber Gala Awards
Confirmed Date:	Thursday, September 26
Location:	Beaumont: TBD
Start Time:	11:00 am doors open 11:30 pm Lunch
End Time:	1:30pm
Number of Tables	6

Event Specifics:

Theme:	Business Casual
Description of Program:	Buffet Lunch for approximately <i>30 guests</i> . Numbers will be confirmed 1 week prior to event date. Additions will be required up till 3 days prior to the event.
Room Set Up/Linen Requirement:	The BCC will set up tables and provide linens and napkins for guest tables. Caterer is required to provide linens and skirts for lunch and dessert buffets.
China/Glassware/Service ware Rentals Required:	Caterer is required to set tables with glassware, cutlery, salt, pepper, Caterer is required to provide fork, knife, spoon, dessert fork, coffee cup, water glass, dinner plate and dessert plate required, and any other equipment required
Menu Details:	Tossed or Ceasar Salad Rice or potato option hot vegetable chicken dish fruit tray assorted pastries or such for dessert coffee/ tea station
Venue Booking:	Required Equipment includes: Podium, Mic, Screen and projector. Booking required from 11:00 am – 1:30pm with room access 30 minutes before and 30 minutes after for set up and clean up.

Catering RFP, cont'd...



Please provide the following:

Menu Description: *Lunch *Dessert	
Price/Person	
Gratuity/Person	
GST/Person	
Total/Person	
Venue Booking Fee	
Rental Items Total (attach rental item descriptions)	
Additional Charges: (provide details)	

Today's Date:	
Catering Company:	
Telephone:	
Email:	

Please return with any additional attachments to info@beaumontchamber.ca by May 24, 2019.