

**Qualicum Beach Chamber of Commerce
Community Awards
Wednesday, February 21, 2018
Request for Proposals**

The Qualicum beach Chamber of Commerce is now accepting quotes to provide catering services for the 2017 Community Awards celebration.

The Qualicum Beach Community Awards are presented annually at the Dinner Meeting of the Chamber of Commerce. This year the awards will be presented on Wednesday, February 21, 2018 in recognition of community excellence in 2017.

This event brings the community together to celebrate the best of the best in business and community leadership. Nominees bring family and friends to cheer them on at this special event.

We are anticipating between 125 - 175 people to attend. The cocktail and networking reception takes place from 5:30 pm to 6:30 pm followed by dinner, a speaker and the awards presentations.

Please ensure the following is included in your quote:

- Staffing (all prep, servers and kitchen staff)
- Table setup (place all glass wear, plates & cutlery as provided by the Civic Centre)

Catering meal service to include:

- Appetizers,
- Table or buffet service for up to 175 guests
- Assorted desserts, coffee and tea service (with accompanying condiments)
- Wrap-up (clear and clean all glass wear, plates & cutlery as provided by the Civic Centre)
- Sample menu with costs in the range of \$30 - \$32 per person (all-inclusive for services/ gratuities/products above)

Note: Setup and linens provided by Black & White Party Rentals.

Please submit your RFP (along with a sample menu) on or before January 26, 2018 to chamber@qualicum.bc.ca . For additional details contact Anne Dodson at 250.752.0960.

