



**New Brunswick Sports Hall of Fame/
Temple de la renommée sportive du Nouveau-Brunswick**

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**REQUEST FOR PROPOSAL
CATERING**

The New Brunswick Sports Hall of Fame (NBSHF) is seeking a proposal from qualified individuals or companies to provide catering services for the New Brunswick Sports Hall of Fame’s signature event. The 47th Annual Induction Banquet & Ceremony will take place at the Centre des congrès de la Péninsule acadienne de Shippagan on June 4th, 2016.

The Induction Banquet & Ceremony brings together honoured members, sports enthusiasts, and distinguished guests to celebrate and honour the tradition of adding new members to the NBSHF. This is a request for proposal (RFP) and not an invitation to tender. The reader is hereby advised that the NBSHF reserves the right to:

- a. Accept a proposal without negotiation
- b. Negotiate changes to the technical or financial content of the successful proposal
- c. Cancel or reissue this RFP at any time

The contact for the purposes of response to this request for proposal is:

Jamie Wolverton Ph. 506-453-8930

Proposals should be submitted in PDF format by email to jamie.wolverton@gnb.ca no later than 5:00PM on March 4th, 2016. Preference will be given to a service provider who can provide services (including the written proposal in both English & French).

Catering services are required as follows;

Chairman’s Reception	Date/Time:	June 4, 5:20PM-6:00PM
	Location:	Centre des congrès de la Péninsule acadienne
	Number of Guests:	30 - 40
	Menu/Beverages:	Hot hors d’oeuvres to be passed and cheese & cracker tray on a table. Beverages to include non-alcohol punch, water, plus alcoholic drinks to be served as order.
	Set-up:	TBD
	Catering Preparation Area:	TBD
	Other Requirements/ Notes:	Linen & floral arrangements will need to be discussed and determined.

~ See over ~

Homeplate Reception	Date/Time:	June 4, 6:00PM-6:45PM
	Location:	Centre des congrès de la Péninsule acadienne
	Number of Guests:	50 - 60
	Menu/Beverages:	Hot hors d'oeuvres to be passed and cheese & cracker tray on a table. Beverages to include non-alcohol punch, water, cash bar, coffee & tea.
	Set-up:	TBD
	Catering Preparation Area:	TBD
	Other Requirements/Notes:	Linen & floral arrangements will need to be discussed and determined.
Banquet	Date/Time:	June 4, 7:00PM-9:00PM
	Location:	Centre des congrès de la Péninsule acadienne
	Number of Guests:	320
	Menu/Beverages:	Seated meal consisting of 3 courses (soup or salad + main + dessert + water, coffee or tea)
	Set-up:	Tables, seats, table linens, plates, glass wear, cutlery, etc will be provided – all other requirements will be provided by the service provider.)
	Catering Preparation Area:	TBD
	Other Requirements/Notes:	One bottle of red & white wine to be served to 8 designated tables.

ITEMS TO INCLUDE IN YOUR PROPOSAL

- ✓ Suggested menu or menu of options with pricing
- ✓ Detailed costing of all services broken down by event and service
- ✓ Confirmation that your business is capable of delivering the services as identified
- ✓ Confirmation that your business is capable of providing an English speaking manager who will be on-site throughout the schedule of events and ensure that all employees of the said company or business are delivering the highest quality of service possible
- ✓ Confirmation that in the unlikely case that the proposed venue is unable to accommodate the event that your business is capable to provide the services in the alternative location (Centre Rhéal-Cormier)
- ✓ Confirmation if your business would provide a price discount in exchange for recognition as an event sponsor (quantify the discount)
- ✓ References from at least **three** organizations or businesses that have used your company or business to deliver similar services during the last 18 months
- ✓ Any other items you feel would help demonstrate your company's ability to provide very high quality & professional service

PROPOSAL DEADLINE: Only proposals received by 5:00PM on March 4th, 2016 will be considered. Proposals should be submitted in PDF format to: jamie.wolverton@gnb.ca.