



**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 50th annual Induction Gala will take place at the K.C. Irving Regional Centre on June 1, 2019.

The Induction Gala brings together Hall of Famers, 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:

James Matthews
Communications and Operations Officer
506-453-3747
communications@nbshf.ca

Proposal Deadline: Proposals should be submitted in PDF format by email to communications@nbshf.ca no later than 5:00PM on November 30, 2018.

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 a 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 (École Louis-J.-Robichaud)
- ✓ 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

Catering services are required as follows;

Chairman's Reception	Date/Time:	Saturday, June 1, 2019 at 5:20PM-6:00PM
	Location:	K.C. Irving Regional Center, Room TBD
	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. Only Molson Coors beer products in the category to be available at the cash bar, an alcohol free punch is needed.
Homeplate Reception	Date/Time:	Saturday, June 1, 2019 at 6:00PM-6:45PM
	Location:	K.C. Irving Regional Center, Room TBD
	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. Only Molson Coors beer products in the category to be available at the cash bar, an alcohol free punch is needed.
Banquet	Date/Time:	Saturday, June 1, 2019 at 7:00PM-9:00PM
	Location:	K.C. Irving Regional Center, Main Staging Area
	Number of Guests:	300-500 (TBC by agreed upon date)
	Menu/Beverages:	Seated meal consisting of 3 courses (soup or salad + main + dessert + water, coffee or tea). Cash Bar services from 6:00 to 9:30)
	Set-up:	Tables, seats, table linens will be provided – all other requirements will be provided by the service provider (plates, glass wear, cutlery, etc.)
	Catering Preparation Area:	TBD
	Other Requirements/Notes:	One bottle of red & white wine to be placed at 8 designated tables. One sandwich tray (plus cookies & cold drinks) for the 7 staff that make up the Rogers TV crew – delivery by 6:00PM Only Molson Coors beer products in the category to be available at the cash bar, an alcohol free punch is needed.