



## Membership Request for Proposals (RFP)

**From:** Geneva Area Chamber of Commerce

**To:** All Applicable Chamber Members

**Re:** 2018 Membership Harvest Celebration

**Date:** June 13, 2018

Dear Members,

The Geneva Area Chamber of Commerce would like to extend the following Request for Proposals, for:

- A host location (venue) to include catering service (food/wine/beverage options) for the Chamber's 2018 Membership Harvest Celebration

The Scope of Services and additional details are as follows:

**Event Date:** Wednesday, September 26, 2018

**Event Time:** 5:30 – 8:30 p.m. (does not include set up time, final event time subject to minor changes)

**Format:** Casual, social event in an informal and relaxed setting for Chamber members to enjoy the rustic ambiance of the autumn/harvest season. The event will feature a light meal consisting of tapas style appetizers & refreshments, with a wine toast and cash or cocktail hour.

### Location/Space & Catering Needs:

- Facility to accommodate ~150-200 attendees. The format for dining should be grazing style or via individual tasting stations. A mixture of tables and chairs at traditional seating areas, as well as available standing areas at high-top tables is acceptable. There will also be a short program and raffle or auction, requiring the spaces to accommodate necessary registration, staging and display areas at the event.
- Business venues that offer indoor and outdoor settings are acceptable and will be considered as long as there is an option for inclement weather - i.e. outdoor tent or seasonal reception facilities, patio areas, dining rooms, banquet halls.
- Please include custom menu options or entire proposal for food station planning (tapas style, appetizers, hors d'oeuvres, desserts) that will also include beverages- (both Wine or Cash Bar as well as Non-Alcoholic options) *\*A venue or location may partner with other businesses for goods or services, but please note that the venue and all refreshments-food and beverage services- must be included with proposal & provided on site.*

**What to include:** Responses should be brief and include your property or business name and location, all prices and fees- including your rental fee if applicable, a food and beverage quote per person or as a package, and any other information that you wish to share.

**Deadline:** Please return all responses or proposals for consideration to the Chamber no later than **Friday, June 22, 2018**. Responses can be emailed to [info@genevany.com](mailto:info@genevany.com), faxed to 315-789-3993, or mailed directly to the Chamber at P.O. Box 587, Geneva, NY 14456.

We thank you in advance for your responses. If you need additional information, please call 315.789.1776 or visit us online at [www.genevany.com](http://www.genevany.com).

Thank you,  
GACoC Team

