

REVELSTOKE. CHAMBER OF COMMERCE

EST. 1895

REQUEST FOR PROPOSAL FOR CATERING SERVICES 2026 BUSINESS EXCELLENCE AWARDS

The Revelstoke Chamber of Commerce is pleased to announce the 33rd annual Business Excellence Awards, the most prestigious fundraiser we hold each year. This black-tie gala event is the largest business gathering of the year, celebrating the achievements and contributions of our business community. We are seeking proposals for catering services that will provide an exceptional dining experience for our esteemed guests.

EVENT DETAILS

Date: November 7, 2026

Location: Revelstoke Community Centre

Expected number of attendees: 325

SCOPE OF WORK

Types of meals required: Main course, & dessert buffet.

Special dietary requirements: Vegetarian, gluten-free, and dairy-free options.

Service style: Buffet service

Additional services: Waitstaff needed for clearing tables, setting up coffee station and filling up waters.

BUDGET

Estimated budget range for the catering services: \$47-\$50 per person, including gratuities & GST.

PROPOSAL REQUIREMENTS

- Information to be included in the proposal:
 - Company information
 - Pricing
 - Information about service staff standards
 - Equipment that will be brought in
 - Expectations the proponent has from the Chamber of Commerce
- Deadline for proposal submission: June 30, 2026.
- Evaluation criteria: Cost, experience, menu quality, service standards.

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CONTRACT DETAILS

- Duration of the contract: 1 event only, November 7, 2026.
- Payment terms and conditions:
 - 50% deposit 60 days prior to the event.
 - 25% payment 14 days before the event.
 - 25% payment 14 days after the event.
- Insurance and licensing requirements: Must have \$3 million liability insurance, naming the Chamber of Commerce.

CONTACT INFORMATION

- Contact person for questions and submission: Caroline Lachapelle, CEO.
 - Email: executive@revelstokechamber.com
 - CC: Tess Hulburd, Membership Engagement Manager, info@revelstokechamber.com

ADDITIONAL INFORMATION

- The Chamber will provide full kitchen access to the Community Centre.
- All cutlery, chafing dishes, plates, serving ware, etc., will be provided by the Community Centre.

SUBMISSION INSTRUCTIONS

Please submit your proposal by June 30, 2026, to Caroline Lachapelle, CEO at executive@revelstokechamber.com, with a CC to Tess Hulburd, Membership Engagement Manager, at info@revelstokechamber.com.

PROPOSAL EVALUATION

Proposals will be evaluated based on cost, experience, menu quality, and service standards by a panel of the Chamber management team. We appreciate your interest in catering our Business Excellence Awards and look forward to reviewing your submission.