



## Membership Request for Proposals (RFP)

**From:** Geneva Area Chamber of Commerce

**To:** All Applicable Chamber Members

**Date:** October 23, 2019

**Re:** GACoC 2020 Annual Dinner

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 **2020 Annual Dinner**.

The Scope of Services and additional details are as follows:

**Event Date:** Thursday, January 23, 2020

**Event Time:** approx. 5:00-9:00 p.m. (please note does not include set up or final event time, and is subject to minor changes)

**Format:** Formal dinner fundraising event that includes a program/presentation.



### Location/Space & Catering Needs:

- Facility to accommodate ~250-300 attendees (space for parking, dining, etc)
- This event includes a cocktail hour, sit down dinner (note: this has been both a served, or buffet style meal), a program, awards presentation, and has a heavy emphasis on fundraising activities (i.e. silent & live auctions), which require additional space and appropriate staging areas.
- Audio/Visual/IT- podium, microphone, sound system, projector, screen, wireless internet access.
- Please include menu and pricing options for dinner/appetizer/dessert packages per-person, as well as a la carte options that can be customized for either buffet or served dinner options.

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

\*Please note that you may also include an all-inclusive price per-person with fees already built in.\*

**Deadline:** Please return all responses or proposals for consideration to the Chamber **no later than Thursday, October 31th, 2019**. Responses can be emailed to [info@genevany.com](mailto:info@genevany.com) or mailed directly to the Chamber at P.O. Box 587, Geneva, NY 14456.

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

Thank you,  
GACoC Team

