



**Greater Palmer Chamber of Commerce
Request for Proposals – Auction Catering
Submission Deadline is September 25, 2018**

Company Name: _____
Contact Name: _____
Contact Phone: _____
Email Address: _____

The Greater Palmer Chamber of Commerce (GPCC) is seeking proposals from qualified caterers for our 2018 annual fundraising auction. Please submit this proposal along with any attachments via email to director@palmerchamber.org or in person at 550 S. Alaska Street, Suite 101, Palmer, Alaska. Please call Ralph Renzi at (907) 745-2880 with any questions.

We are looking for a caterer to provide a full dinner for between 120-140 guests. Dinner will be served buffet style. Dessert is not a part of this proposal.

GPCC Criteria:

All services contracted by the Greater Palmer Chamber of Commerce require the catering establishment to be a current Chamber member and to be fully licensed by the State of Alaska, the Mat-Su Borough, and the City of Palmer.

A selection of services will be made based upon menu selection, use of local food, facility compatibility, and menu price.

Date of Event: Saturday, October 13, 2018.

Type of Event: Annual fundraiser auction

Location of Event: The Chalet at Government Peak Recreation Area

Start Time: Dinner will be served at 6:30 p.m. If meals are not ready to be served at 6:30, caterer agrees to a 10% discount off catering fee.

Estimated End Time: Dinner should be done being served no later than 7:30 PM.

Estimated Number of Guests: 120-140.

Caterer must provide serving ware, plates (not paper or plastic), silverware (not paper or plastic), glassware (may be sturdy plastic), carafes for water and/or coffee, linens (including 150 napkins and 15 tablecloths). Limited kitchen space is available. Some prep cooking or food assembly space is available, but food should be cooked prior to transport to facility. Can you provide these items?

Can you provide table bussing services? _____

Please offer 3 different full dinner options. The GPCC will choose one no later than October 1, 2018. We would like to see as much food bought from local farmers/farm stands as possible. Attach additional pages if necessary:

Beverages included in service: _____

Price per Plate or Person:
our budget is between \$23 & \$25 per plate, including gratuity: _____

Percent of overage you are willing to prepare: _____

Please list any other details you would like to clarify as far as the service you will provide, and the costs associated with your catering services:

Thank you for your proposal!