

---

## Travel Drumheller, Drumheller & District Chamber of Commerce and the Drumheller Rotary Club

### Request for Proposal (RFP) for Catering Services

**Event Name:** 2026 Celebration of Excellence (COE)

**Event Date:** June 11, 2026

**Event Location:** Banquet Hall at the Badlands Community Facility

The COE committee is looking for proposals for food services for the event. The selected catering company will be responsible for the following:

- **Food Service; Buffet Style for 200-215 people**
  - 3 Main course dishes (2 different types of protein and 1 vegetarian), salads and dessert
  - Any dietary restrictions will be known after ticket sales end June 4, 2026.
- **Staffing:**
  - Table clearing to be organized by catering staff
  - Buffet set up / clean up and kitchen help
- **Additional information:**
  - Alcohol/ Bar services not required.
  - You will get full use of the Banquet Hall kitchen (if unfamiliar with facility a tour can be arranged)
  - Meal and dessert to be served at 6 pm.
  - Kitchen Clean-up to be finished done no later than 10 pm
  - Our all-in budget is \$35/ plate including gratuity
  - Hall set up will be the responsibility of the COE committee.

## Proposal Requirements

Interested catering companies should include the following information in their proposal:

- **Company Overview:** Brief description of the company, including years in business and experience in catering similar events.
- **Menu Options:** A sample menu or proposed meal options tailored to the event type and guest preferences.
- **Pricing:** A breakdown of all costs, including:
  - Per person cost
  - Staffing costs
  - Equipment/rentals
  - Service fees or gratuity
- **References:** At least two (2) references from previous clients, preferably for similar events.
- **Special Requests/Additional Information:** Any additional services or offerings that might be relevant to the event.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Menu variety and dietary accommodations
- Cost and value for money
- Previous experience with similar events
- Client references
- Customer service and professionalism

## Proposal Submission Instructions

- **Submission Deadline:** February 2, 2026
- **Submission Method:** email to [admin@traveldrumheller.com](mailto:admin@traveldrumheller.com) or drop off at either the Travel Drumheller office or the Chamber office
- **Contact Information:** Please direct any questions or requests for clarification to Kelli Hoff at 403-823-2242 ext 101 or [admin@traveldrumheller.com](mailto:admin@traveldrumheller.com)

## Terms and Conditions

- The organization reserves the right to accept or reject any proposal.
  - Proposals must be submitted in writing by the specified deadline.
-