
Travel Drumheller, Drumheller & District Chamber of Chambers 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 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

Terms and Conditions

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