



24 November 2015
Request for Quotations

Submission deadline: 14 December 2015

Headwaters Tourism is a registered not-for-profit, and the recognized destination marketing organization for the Headwaters region, providing tourism services on behalf of the regional tourism industry and on behalf of our municipal partners in the County of Dufferin and the Towns of Mono, Shelburne, Caledon, Erin & King.

HEADWATERS HORSE COUNTRY AWARDS GALA
12 May 2016 – 6:00 pm to 9:30 pm

Project specifications:

Reception from 6pm to 7pm

- Food stations with variety of appetizers
- Complimentary bar with wine and beer (local wine and beer if possible), cash bar for other alcohol
- Space for musical entertainment
- Cocktail area separate from dining area

Dinner from 7pm- 9pm

Plated dinner for up to 225

- 3 course dinner
 - Must include a vegetarian option (and be flexible to accommodate other food sensitivities such as gluten free, peanut free, etc.)
 - Bottles of red & white wine at each table (Maximum of 4 bottles per table)

Also required

- Access to room for set up no later than 10 am on the day of the event
- Table numbers on the tables
- Table linens (if required)
- Approximately 8' x 12' staging
- Curtaining for behind the stage
- 1 podium on the stage
- Two 8' tables on or beside the stage with skirting
- Tables and chairs for sound crew as required
- All audio visual equipment to be separately contracted unless facility is available to provide (please see separate RFP for requirements)



Submissions:

Interested parties are invited to submit their proposals by **5pm on Monday, December 14th**.

Submissions should include:

- Price per person (exclusive of taxes)
- Proposed menu
- State required timeline for confirmation of numbers for dinner

Headwaters Tourism reserves the right to:

- Reject any or all offers, or cancel this RFQ without obligation;
- Accept other than the lowest priced offer.

Preference will be given to service providers who operate their business within the geographic region known as Headwaters.

Please email all submissions to: vicki@headwaters.ca no later than 5pm on Monday, December 14th.