



Union County Chamber of Commerce
& Visitors Information Center
207 Depot La Grande, OR 97850 | 541-963-8588
www.VisitUnionCounty.org

Request for Proposal (RFP)

Catering Services for Dinner Event

Introduction

The Union County Chamber of Commerce is seeking proposals from qualified caterers to provide food and beverage service for an upcoming dinner event. We are looking for an elevated dining experience that reflects a polished, welcoming atmosphere suitable for a professional yet community-focused gathering.

Event Overview

- **Event Type:** Hosted Dinner Event
- **Estimated Attendance:** No more than 50 guests
- **Date:** 1-20-26
- **Time:** 6:00PM-8:00PM
- **Location:** K Voelz Wines

Scope of Services

The selected caterer will be responsible for providing the following:

Food & Beverage

- A high-quality buffet-style dinner menu appropriate for an evening event
- Appetizers (passed or stationary) to be served prior to dinner
- Buffet entrée selections, including at least one alternative option (vegetarian or dietary-friendly)
- Buffet-style side dishes accompanying the entrée selections
- Dessert options (optional; please note separately if available)
- Ability to accommodate common dietary restrictions such as vegetarian and gluten-free

Rentals & Service Items

- Table linens
- Plates, silverware, and napkins
- Serving ware and display items
- Setup and breakdown of all catering-related items



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Staffing

- Professional on-site staff for food service, setup, and cleanup

Proposal Requirements

Proposals should include the following information:

- Business name and primary contact information
- Sample menu(s) with pricing
- Description of rental items provided (linens, plates, silverware, etc.)
- Staffing plan and proposed service style (buffet-style service)
- Estimated total cost, including all fees, rentals, staffing, and gratuities

Budget & Pricing

Please provide clear and transparent pricing, including:

- Cost per person, if applicable
- Any additional fees such as service charges, delivery, setup, or cleanup

Selection Process

Proposals will be evaluated based on menu quality, experience, professionalism, ability to meet event needs, overall value, and clarity of pricing. Preference will be given to chamber members.

Submission Information

- **Proposal Deadline:** 12/31/25
- **Submission Method:** Email or hard copy
- **Primary Contact for Questions:** Saajan Chauhan | director@visitunioncounty.org

Additional Notes

The Union County Chamber of Commerce reserves the right to accept or reject any proposal and to request additional information or clarification as needed.

We appreciate your interest in partnering with us to create a memorable dining experience for our guests and look forward to reviewing your proposal.