



Gala EXCELLENCE 2026

REQUEST FOR PROPOSALS CATERING SERVICES

Financé par l'Agence fédérale
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Canada 



Centre de **services à l'emploi**
Employment Services Centre



REQUEST FOR PROPOSALS

CATERING SERVICES



PRESCOTT AND RUSSELL COMMUNITY DEVELOPMENT CORPORATION (PRCDC)

Proposals must be received no later than:

May 6, 2026 at 12:00 p.m. (noon)

Addressed to:
John Candie, Executive Director
PRCDC

519 Main Street East Hawkesbury, Ontario K6A 1B3

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GENERAL INFORMATION

The **Prescott and Russell Community Development Corporation (PRCDC)** is an organization dedicated to supporting regional economic development within the United Counties of Prescott and Russell. A team of professionals delivers services in the following four areas of intervention:

- Providing technical and financial support to businesses;
- Supporting community initiatives and projects;
- Supporting the development of and access to training;
- Promoting regional economic development.

The primary objective of its work within the community is the retention and creation of jobs.

Through an investment fund, the PRCDC provides financing to small and medium-sized enterprises in the form of loans, loan guarantees, and equity investments. It supports and encourages all initiatives that contribute to job creation and workforce development.

The PRCDC is a non-profit organization funded by FedDev Ontario under the Community Futures Program. It is governed by a volunteer Board of Directors composed of representatives from the business sector.

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EVENT DESCRIPTION

The **Gala Excellence 2026 – 40 Years of Success**, organized by the Prescott and Russell Community Development Corporation (PRCDC), is the premier entrepreneurial recognition event in Prescott and Russell.

Held every two years since 1991, the Gala celebrates businesses, organizations, and leaders who actively contribute to the region's economic vitality and prosperity.

The event will bring together nearly **300 guests** from the business, municipal, institutional, and community sectors for a prestigious and memorable evening.

The evening will include a welcome cocktail reception, a gourmet plated dinner, and a formal awards ceremony. The culinary experience is a central component of the event and must **reflect the high-end, refined, and professional character of the Gala.**

Service must be seamless, well-coordinated, and aligned with the evening's program, ensuring polished presentation, strict adherence to timelines, and consistent quality in both cuisine and table service.

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SERVICE REQUIREMENTS

Under the governance of the Prescott and Russell Community Development Corporation (PRCDC), the Gala Excellence 2026 is seeking proposals for professional event catering services for the event to be held:

October 24, 2026

Caledonia Community Centre

St-Bernardin, Ontario

PROJECT DETAILS

Number of Guests: Approximately 300 attendees

Location: Caledonia Community Centre, St-Bernardin, Ontario

Welcome Cocktail Reception: Creation of three varieties of hors d'oeuvres for the welcome cocktail reception

Banquet Dinner: Creation of a four-course gourmet plated dinner including a hot appetizer followed by a cold appetizer, a choice of main course including a vegetarian/vegan option, and dessert, with tea and coffee service. The caterer is encouraged to source regional products whenever possible in the development of the menu. A tasting session will be required following menu selection.

An approximate budget of **\$22,500** has been allocated for catering services.

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EVENT MANDATE

The caterer shall be responsible for:

- Providing service for the welcome cocktail reception;
- Preparing and serving a four (4)-course gourmet plated dinner;
- Providing water and bread service throughout the meal;
- Providing tea, coffee, and herbal tea service;
- Offering mandatory vegetarian, vegan, and gluten-free options;
- Coordinating service with the formal program of the evening;
- Ensuring full cleanup of the kitchen and all areas used following the service.

EQUIPMENT AND STAFFING

The caterer shall provide:

- Complete tableware, cutlery, glassware (wine glasses and stemmed water glasses), and cups;
- Salt and pepper shakers for each table;
- Table linens and cloth napkins for all tables;
- A sufficient number of qualified staff to ensure seamless service within two (2) hours;
- Professional uniforms for all staff members.

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PRÉPARATION DE LA SOUMISSION

All proposals must be received no later than **May 6, 2026, at 12:00 p.m. (noon)**. All service proposals must include a portfolio with sample photographs.

The lowest proposal may not necessarily be accepted and the PRCDC reserves the right to accept/reject any or all proposals and/or reissue the Request for Proposal in its original or revised form.

Proposals must be submitted in a sealed envelope, delivered and addressed to:

John Candie, Executive Director
Prescott and Russell Community Development Corporation
519 Main Street East Hawkesbury, Ontario K6A 1B3

The envelope must be clearly marked as follows:

PROPOSAL – GALA EXCELLENCE 2026
CATERING SERVICES

For any questions regarding this Request for Proposals, please contact:
ksimard@sdcp-prcdc.ca