



GREATER
PARKLAND
REGIONAL
CHAMBER

20
20



GREATER
PARKLAND
REGIONAL
CHAMBER

SMALL BUSINESS WEEK

CATERING SERVICES REQUEST

Kendra Wambold | kwambold@gprchamber.ca | 780-963-4545

gprchamber.ca



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The attached represents the Greater Parkland Regional Chamber of Commerce's formal request for the provision of catering services for the Small Business Week Conference, October 21-22, 2020.

Our requirements for catering services for the event are described herein.

Thank you for the consideration to provide a catering proposal.

We very much look forward to receiving your proposal.

Sincerely,

Kendra Wambold, Communications & Media Specialist

**GREATER PARKLAND
REGIONAL CHAMBER**

info@gprchamber.ca
780-963-4545

4815 44 Avenue
Stony Plain, AB T7Z 1V5

gprchamber.ca

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EVENT INFORMATION & DETAILS

EVENT NAME: Small Business Week Conference

EVENT DATE: October 21 & 22, 2020

VOUCHER DELIVERY DATE: October 15, 2020 **FOR REDEMPTION:**
WITHIN 30 DAYS

VOUCHER DROP OFF LOCATION: Greater Parkland Regional
Chamber of Commerce, 4812 44 Avenue, Stony Plain

ADDITIONAL NOTES:

This is a virtual event where participants will be offered a lunch voucher or certificate to dine in.

We will be choosing two separate food providers, one for each day.

BUDGET: \$15.00 per person/day

PRICING & TERMS

SERVICE	PRICE	QUANTITY	SUBTOTAL
Food Certificates Day One	\$15.00	~100	\$
			\$
			\$
		GST	\$ Included
		GRATUITY	\$ Included
		TOTAL	\$ 1500.00

SERVICE	PRICE	QUANTITY	SUBTOTAL
Food Certificates Day Two	\$15.00	~100	\$
			\$
			\$
		GST	\$ Included
		GRATUITY	\$ Included
		TOTAL	\$ 1500.00

CLIENT INFORMATION

SENDER

Kendra Wambold
Communications & Media Specialist
Greater Parkland Regional Chamber of Commerce

If you require any further information, please contact the Chamber office.

Tendering will close **Wednesday 30 September 2020**.

CLIENT INFORMATION	
Name:	
Title:	
Business Name:	
Phone:	
Email:	