

**Project Overview:**

The Surrey Hospitals Foundation is seeking a full-service catering partner for the 2026 Celebration of Care Gala. This formal seated gala will host up to 500 guests and requires exceptional service, presentation, and flexibility to accommodate dietary needs and themed food elements. The event includes passed appetizers, a three-course plated dinner with entrée selection, dessert, and coffee/tea service. A premium beverage experience, including bar service and coffee carts, is also required.

Scope of Work & Deliverables:Food Service

- Passed appetizers for cocktail hour (minimum of 3–4 options)
- Three-course plated dinner service:
 - Starter (salad or appetizer)
 - Entrée course with 3 options (including vegetarian/vegan)
 - Dessert (plated or dessert station hybrid, depending on concept)
- Dietary restrictions management (vegetarian, vegan, gluten-free, nut-free, etc.)

Beverage Service

- Full bar service during cocktail hour and dinner
- Signature cocktails (collaborate with planning team)
- Mocktails and non-alcoholic options
- Bar staff and all necessary glassware and mixers
- Coffee/tea service (table-side or stations)
- Coffee carts (optional themed carts or elevated station with baristas)

Service & Staffing

- All required servers and bartenders for setup, service, and teardown
- Coordination with rentals team on dishware, flatware, napkins, and service ware
- On-site lead or banquet captain
- Kitchen team for food prep and on-site execution

Timeline:

Tasting & menu confirmation: November 28, 2025

Final guest count due: February 7, 2026

Gala date: February 28, 2026.

Teardown Completed by: 8am March 1, 2026

Proposal Requirements:

Sample menus and proposed presentation approach



Photos and/or video footage of plated meals or past gala setups for 300+ guests
Breakdown of costs per guest and/or per item
Staffing details (headcount, uniforms, style of service)
Equipment and prep needs (including if mobile kitchen or prep area required)
Licensing and insurance documentation
Minimum two references from past gala-scale or nonprofit clients

Budget:

Please submit a per-person cost and total estimate based on 500 guests, including service charges, rentals (if applicable), and staffing. If food stations or enhancements are proposed, please include itemized options.

Evaluation Criteria:

Experience with high-end seated dinners for 300+ guests (photos / videos required)
Food quality, presentation and creativity
Responsiveness and professionalism
Professionalism of service staff
Responsiveness and ability to accommodate dietary needs
Proven ability to execute under tight timelines and live event conditions
References from past gala-scale or nonprofit clients

Submission Deadline: July 23, 2025

Submit To: Kimberly Harmsen kimberly.harmsen@fraserhealth.ca