

**Project Overview:**

The Surrey Hospitals Foundation is seeking an event rental company to supply high-quality and visually cohesive rental items for the 2026 Celebration of Care Gala. This black-tie fundraising event will host approximately 500 guests and includes a seated dinner, stage program, entertainment, and immersive guest experiences.

**Scope of Work & Deliverables:**

- Dining chairs
- Cocktail tables and stools
- Dining tables (rounds, kings, or farm tables based on final layout)
- Linens
- Napkins
- Chargers, cutlery, dishware, and specialty glassware
- Lounge furniture
- Bar structures and back bar shelving
- Specialty rentals (e.g., statement pieces, thematic items)
- Functional rentals (easels, podiums, coat check setup, stanchions)
- On-site delivery, setup, and teardown support

**Timeline:**

Delivery & Set-Up: February 27 & 28, 2026

Pickup and teardown: 12:30am March 1, 2026

**Proposal Requirements:**

Catalog or lookbook of available items

Quote based on estimated guest count of 500

Team structure and availability

Delivery, setup, and strike procedures

Insurance and damage policy

References from past galas or large-scale events

**Budget:**

Please provide a line-item proposal with estimated costs. Final quantity will be adjusted closer to the event date.

**Evaluation Criteria:**

Range and quality of rental inventory

Ability to deliver cohesive visual style aligned with the gala theme

Professionalism and event experience

Value and flexibility of pricing



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Submission Deadline: July 23, 2025

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