



Project Overview: The Surrey Hospitals Foundation is seeking a reliable and professional valet and transportation service provider for the 2026 Celebration of Care Gala. With up to 500 guests expected, the event requires a seamless, welcoming, and guest-focused arrival and departure experience for VIPs, donors, and general attendees.

Scope of Work & Deliverables:

Valet Service

- Complete valet parking operations for all guest vehicles
- Sufficient attendants to accommodate peak arrival and departure times
- Branded or professional uniforms for valet staff
- Signage, parking tags, umbrellas, and valet station setup
- Liability coverage and secure handling of all vehicles
- Coordination with event planner for placement of valet station and guest flow

Timeline:

Valet arrival/setup: 4:30 pm

Guest arrival window: 5 pm - 8pm

Guest departure window: 8pm - 12:30am

Teardown: 12:30 am March 1, 2025

Proposal Requirements:

Description of valet process and guest experience

Staffing plan (headcount, dress code, training)

Parking plan and vehicle flow strategy

Insurance and liability documentation

Any special equipment or branding provided

Transportation solutions (if applicable)

2 references from past high-profile events

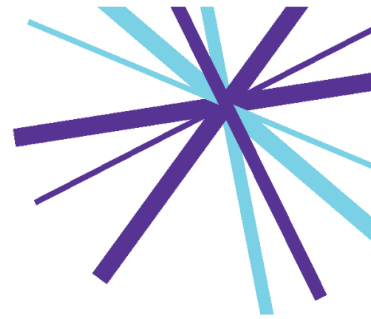
Budget:

Please provide pricing for:

- Full valet services for up to 500 guests
- Additional charges for overtime or peak hour staffing
- Optional add-on for shuttle or VIP transportation services

Evaluation Criteria:

Professionalism and guest handling



Staffing and execution plan
Experience with luxury/high-profile events
Insurance and liability coverage
Responsiveness and flexibility

Submission Deadline: July 23, 2025
Submit To: Kimberly Harmsen kimberly.harmsen@fraserhealth.ca