



CAROLINE COUNTY  
COUNCIL OF ARTS

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January 16, 2025

## REQUEST FOR PROPOSAL FOR EVENT CATERING

### 1. General Information

The Caroline County Council of Arts (CCCA) is seeking proposals from qualified food service contractors (“Contractor”) for the provision of food at our 2025 Murder Mystery Dinner Theatre (MMDT) event. Our goal is to partner with a certified caterer, preferably local, if possible, to provide food for the event as further described in the Scope of Work below.

CCCA qualifies under Section 501(C)(3) of the IRS Code. Our Federal tax identification number Tax ID# 52-1100196.

### **Event Background & Theme**

CCCA will be presenting its 6<sup>th</sup> MMDT the evenings of April 4 and 5, 2025 as a dinner event. This is a very entertaining fundraiser event for the CCCA.

We will be presenting “Murder for Nonprofit”, an interactive play by Keith L. Shaffer.

This play is based on a dysfunctional nonprofit organization holding a gala event to thank their donors and recruit additional donors. Everything starts going wrong almost

immediately. And of course, there will be a murder.... Attendees will be treated as their invited guests and donors.

**Date/time:** Friday, April 4: 6 pm – 9:30 pm

Saturday, April 5: 6 pm – 9:30 pm

Doors open at 5:30 pm

Program begins at 6 pm

Dinner served between Act 1 and Act 2 at **X pm**

Desserts served between Act 2 Scene 2 and Act 3 (20 minutes) at **Y pm**

**Event Location:** Greensboro Volunteer Fire Company's Community Center, 13781 Greensboro Rd, Greensboro, MD 21639

## 2. Scope of Work

The Contractor will be responsible for providing all labor and management for food service. Contractors must provide a proposal for the entire event (two evenings). CCCA would prefer to work with local vendors, when possible. We'd like to see how you would design a buffet dinner for the themed play – a nonprofit holding a gala event to thank donors and recruit some more.

Buffet Dinner

### Timing:

Dinner served between Act 1 and Act 2 at **X pm**

Desserts served between Act 2 Scene 2 and Act 3 (20 minutes) at **Y pm**

**Set Up: Can do some set up on April 3. Meal and staff should be in place by 5 pm April 4 and April 5.**

Both nights expected attendance 125-175 attendees, which includes volunteers and actors.

CCCA will be charging \$50/person. We would like to keep the per person catering charge to not exceed \$35/person.

Dinner Description:

We suggest an Italian themed dinner.

The Dinner should include two protein options on the dinner plate, as well as a vegan option and some gluten free items. The desserts can be seasonal desserts that fit with the event theme. When designing the dinner menu, please be creative with the type and style of the food offerings and consider the event theme.

Notes:

The vegan option should have a plant-based protein (lentils, beans, tofu, or Beyond/Impossible meat), not just salad or pasta.

If you would like to add appetizers, that would be acceptable. We suggest cheese, vegetables, and fruit.

In consideration of food allergies, please provide salad greens with everything else as separate additions and provide a list of any possible allergens in menu.

Include hot coffee (regular and decaf), water and unsweetened iced tea with lemon & sweeteners on the side.

Greensboro Volunteer Fire Company (GVFC) will have a cash bar during the dinner.

Please include pricing for plates, glassware, silverware, napkins, etc., in your proposal.

Buffet table linens, service ware, servers all should be provided by caterer.

Audience tables linens will be provided by GVFC.

The venue has a kitchen that may be used for food staging. A tour of the facility can be provided prior to submission of your proposal. Refrigerator, freezer, and ice machine available. No ovens or other cooking features are not available.

3. Expected attendance: 125-175 per night

Attendees have to register with CCCA by **March 25**, so we can give the caterer a final head count.

4. Contract Terms & Conditions

This document is a request for proposal and not an offer to purchase. Nothing contained in this RFP creates a contractual relationship between CCCA and any Contractor or supplier. CCCA makes no commitment in or by virtue of this RFP to purchase products or services

from any Contractor or supplier. Such commitment may be made only in and through a properly executed agreement.

The Contractor shall carry and maintain, at their expense, insurance covering their activities. The Contractor is required to provide proof of Liability Insurance and that they are certified/licensed by the Caroline County Health Department.

The CCCA is a 501(c)(3) organization, and as such, is exempt from the payment of Maryland sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased. Sales tax should be excluded from any proposal submitted for consideration.

## 5. Proposal Requirements

To be considered, respondents to this RFP must submit a timely, written proposal that fully address all questions and requirements. It must include the following components:

### a. Company Overview

Describe your brief company history, mission and core values including years in business, locations, and management bios. Describe what differentiates you from your competitors and how that will impact the quality of your services to the MMDT. Please provide a detailed overview of the resources that will be deployed to support the event.

### b. Offerings

Provide a proposal for all of the food needs for the MMDT including proposed menu, thematic ideas, and pricing.

## 6. Evaluation & Awards Timeline

**RFP Issue Date Proposals Due Notice of Award: February 17, 2025**

If needed, a tour of the facility can be provided prior to submission of your proposal. Please contact us to schedule.

## 7. Contacts

### a. Inquiries & Responses

All questions must be submitted to MMDT Chair Debby Bennett via email at [dabennett1996@gmail.com](mailto:dabennett1996@gmail.com).

b. Site Visits

On site visits may be scheduled by contacting MMDT Chair Debby Bennett via email at [dabennett1996@gmail.com](mailto:dabennett1996@gmail.com). **Visits must be completed prior to February 10, 2025.**

c. Submissions

Your proposal should be submitted electronically to MMDT Chair Debby Bennett via email at [dabennett1996@gmail.com](mailto:dabennett1996@gmail.com) no later than **February 17, 2025**.

Late submissions will not be accepted.

Facility Map Exhibit

Please see additional document