



**Catering requirements for One Cape Breton Municipal/Stakeholder Conference
November 23/24 2017
Port Hawkesbury Civic Centre**

One caterer will be selected to supply all events. An emphasis will be placed on using local products. Please reference in your quotation what local products are being used.

The caterer will be responsible to provide all necessary equipment, supplies and servers required. Serving staff must wear appropriate work attire (uniform).

Food presentation and etiquette is important for this event – Please reference your approach to this in your response.

Below is a suggested schedule for catering options, however, other options with pricing in your quotation are appreciated.

Please submit quotation by Tuesday, November 14, 2017 to:

Town of Port Hawkesbury
606 Reeves Street, Port Hawkesbury, N.S.
B9A 2R7

By Fax to

902-625-0040

Or By Email:

dmacdonald@townofph.ca

For further information please contact Dawna MacDonald at 902-625-7
(Schedule follows)

NOVEMBER 23

9am - Conference Registration – 1/3 Bear Head room. Approximately 40 - 50 guests. Tea, coffee, water, juice, fresh fruit, muffins/pastries, yogurt. To be refreshed at 10am before conference begins. Please submit a per person price, broken down into plate cost, HST and any gratuity or service charge.

12:15 Buffet Lunch – PHCC Concourse; Soup, Sandwiches, dessert, tea, coffee, cold beverages. Approximately 40 - 50 guests. Please submit a per person price, broken down into plate cost, HST and any gratuity or service charge.

2:00pm Nutrition Break – 1/3 Bear Head Room at Civic Centre, refresh tea, coffee, water, cold beverages, and provide fresh fruit, cheese, crackers, light snacks.

5:40 – Formal Dinner – 2/3 Bear Head Room at Civic Centre; Salad on table for 5:20, Plated Dinner served at 5:40 with Chicken, Pork and vegetarian option. Approximately 60-75 guests. Tea and coffee to be served, but no dessert at this time. Dinner must be completely wrapped up by 7:00pm.

8:30 – 10:00pm Dessert and Hors D'oeuvres Reception – PHCC Concourse; Tables with plated dessert; desserts should be portable to allow for networking. Cheese plate, fresh fruit, hors d'oeuvres to be served by servers. Approximately 75 –100 guests.

NOVEMBER 24TH

9:15 Nutrition table: Shannon Studio in the Civic Centre. Tea, coffee, water, juice, fresh fruit, muffins/pastries, yogurt. Approximately 40 - 50 guests. Please submit a per person price, broken down into plate cost, HST and any gratuity or service charge.

11:00am Nutrition Table – Refresh Nutrition table; Please submit a per person price, broken down into plate cost, HST and any gratuity or service charge.

12:00pm – Lunch Buffet – Concourse of the Shannon Studio; Looking for a more interesting dining option for this lunch. Cold and Hot Lunch options to be provided. Coffee, Tea, Water, cold beverages. Approximately 40 - 50 guests. Please submit a per person price, broken down into plate cost, HST and any gratuity or service charge. Beverages to remain in place until 2:30.