

Request for Proposal (RFP)

Catering & Event Services Questionnaire

Fictional Hotel

This Request for Proposal (RFP) document is intended to collect detailed information from Fictional Hotel regarding its catering and event services. Please provide responses to the following questions to assist us in evaluating your suitability for hosting our upcoming event.

- What breakfast catering options are available (e.g., Continental, Full American, Healthy Start, buffet)?
- What lunch catering options are available (plated service, buffet, boxed lunches, salad stations, sandwich bars)?
- What dinner catering options are available, including themed menus?
- What beverage services do you provide (full bar, beer/wine, coffee/tea, non-alcoholic options)?
- What snack and break options do you offer during events?
- Do you provide special menus (vegetarian, vegan, gluten-free, kosher, halal)?
- What event service styles are available (plated, buffet, family-style, stations, hors d'oeuvres)?
- Please provide details on available venues, including maximum capacities.
- What staffing support do you provide for events (catering manager, servers, bartenders, setup/cleanup)?
- What is your pricing structure for breakfast, lunch, dinner, and beverage packages?
- What additional services are included (table linens, china, floral, A/V support, etc.)?
- What are the parking options and associated costs (self-parking, valet, bus)?
- What are your hotel policies related to catering events (menu deadlines, guarantees, cancellation policies, vendor restrictions)?
- What technology and A/V capabilities are available for events?
- What accessibility accommodations are provided for guests with disabilities?
- What guest room accommodations are available for event attendees, including block rates?
- What transportation options are offered (airport shuttle, public transit access, partnerships)?
- What sustainability practices are followed in catering and event services?
- What insurance and liability requirements apply to hosted events?

Thank you for your time and effort in completing this RFP questionnaire. Your responses will be carefully reviewed to determine the alignment of your catering and event services with our event requirements.