



REQUEST FOR PROPOSALS Food Catering Service

Stastny Community Center
March 14th, 2024



EVENT DESCRIPTION

The Thayer County Economic Development Alliance (TCEDA) is seeking proposals from Thayer County catering businesses for their Annual Meeting banquet. The event will be held at the Stastny Community Center, 1350 Dove Rd, Hebron, NE 68370. Social networking hour will begin at 5:30pm with the meal served at 6:30pm. We anticipate approximately 140 attendees. Upon receipt of the RSVPs, we will confirm the total number of attendees on the deadline date selected by caterer.

SERVICES REQUESTED

TCEDA is accepting proposals for food only with the following requirements:

- Meal to be served buffet style
- Per plate cost around \$20/serving or best option (with prices increasing, this can be discussed. Please contact TCEDA with concerns)
- Linens & napkins provided by TCEDA
- Stastny does have silverware and plates included in our rental agreement
- Caterer to clear tables and wash dishes and silverware during/end of event
- Menu to include:
 - Salad present at each table setting with dressing or on buffet line
 - Two meat entre options (1st option--beef; 2nd option-- chicken or pork)
 - Potato
 - Veggie side
 - Bread & butter
 - Dessert (buffet style or at each table)
 - Tea/water and provide cups

Caterer will have full use of kitchen. Caterer must include number of tables needed for the buffet and dessert table if needed.

DELIVERY OF PROPOSALS

Responses to this request are **due no later than 5:00pm on Tuesday, February 13th**. Please deliver your proposal by email to director.TCEDA@gmail.com or in person to TCEDA, 310 Lincoln Ave, Hebron, NE 68370. To obtain more information regarding this opportunity, please contact TCEDA office (402) 768-7407. TCEDA will notify selected caterer by Feb. 20th.



PROPOSAL SUBMISSION

Food Catering Service

Stastny Community Center

March 14th, 2024



BUSINESS NAME: _____

CONTACT: _____

EVENT DESCRIPTION

The event will be held at the Stastny Community Center, 1350 Dove Rd, Hebron, NE 68370. Social networking at 5:30pm, meal served at 6:30pm. We anticipate approximately 140 attendees.

BUFFET MENU

Meat Choices: _____

Potato: _____

Vegetable Side: _____

Bread option: _____

Dessert(s): _____

Dessert Location: on buffet // at each table

Other: _____

To Include:

- **Salad and Dressing selections**
- **Tea, Water, and cups**
- **Butter for bread option**
- **Any potato toppings needed**
- **Salt and Pepper at the tables or packets on buffet**

DETAILS

Please include all necessary details including the price per plate, gratuity, etc:

DELIVERY OF PROPOSALS

Responses to this request are **due no later than 5:00pm on Tuesday, May 24th**. Please deliver your proposal by email to director.TCEDA@gmail.com or in person to TCEDA, 310 Lincoln Ave, Hebron, NE 68370. To obtain more information regarding this opportunity, please contact TCEDA office (402) 768-7407. TCEDA will notify selected caterer by June 1st.