



The Sarnia Riding Club

Event Catering Services- Request for Proposal

The Sarnia Riding Club, a premiere beachfront wedding and event site, is accepting catering proposals for the 2023-2024 event season.

Submit your proposal to office@sarniaridingclub.com on or before February 3rd, 2023.
Site visit available upon request.

Submission Requirements

A Brief overview of your current business:

- Ownership structure
- Provide the legal entity name and address of the organization
- Summary of catering experience
- Itemized breakdown of the meals and services provided
- Staffing: outline your current and additional staff needed to provide catering at The Sarnia Riding Club
- Sample menus and base pricing (hst & grat added separately) for events menu should include but not limited to:
 - Cocktail Reception - hot and cold selection of hors d'oeuvres
 - Breakfast, Lunch and Dinner Buffet options
 - Plated dinners which may include fresh bread, salad and coffee/ tea
 - Desserts ,vegetarian and children options

Financial Arrangements

- A negotiable percentage of the total catering before tax and gratuity is retained by the SRC in lieu of monthly rent or utility charges
- The facility can only be used for SRC events
- If catering services are for a membership events, SRC will waive the club charge and the Caterer will waive the gratuity charge
- The SRC is open to evaluate proposals based on the above formula or an alternate formula that you propose.

Job Description

- To guarantee outstanding catering services to events hosted at The Sarnia Riding Club, such as, but not limited to weddings, corporate meetings and member events
- Ability to cater appropriately and efficiently for up to 120 seated guests or 146 at a cocktail reception.
- Work in a positive team environment with SRC staff, members and guests.
- Provide distinctive menus, style and presentation.
- Consistently provide high quality food, outstanding customer service with flexibility and responsiveness to changing customer requirements.

SRC Responsibilities

SRC will be responsible to pay costs associated with its premises including heat, hydro, gas and water and to maintain and repair their own premises

The SRC shall provide the following:

- Kitchen space: 32' x 10' main kitchen space plus 15' x 8' walk-in cooler and side work space.
- Initial stock of china, silver, steak knives, bread baskets, glassware, chafing dishes and water pitchers
- The following equipment is currently available for use by the Caterer and will be shared with the SRC Cafe which runs May-September
 - Walk in cooler
 - Oven
 - Gas stove with four burners, grill and dual ovens
 - Deep fryer
 - Coffee maker
 - Alpine Dishwasher.
- The SRC shall coordinate the facility's functions and book the events
- The SRC shall supply and serve alcoholic and non alcoholic bar beverages, except for coffee, tea and water.
- SRC shall be responsible for invoicing and collecting payment from all clients based on pricing and costs as per the term of the client contract. Amounts collected for catering will be forwarded to the caterer.
- SRC shall set-up all tables and chairs required for each event. This includes all tables for food, buffets, stations, etc.
- SRC or event decorator will set all linen and wine glasses.
- SRC will approve pre-set menus submitted by Caterer annually

Caterers Responsibilities:

- The caterer shall provide all catering required by the SRC including coffee and tea service.
- Yearly, the caterer will provide to SRC written preset menus with price guarantees
- The caterer shall employ all cooks, food handlers, servers and dishwashers who shall remain the employees of the caterer. The caterer shall be responsible to arrange for, pay, supervision, employment insurance, WSIB compensation, uniforms etc
- Meet with the client to review menu options, finalize the menu within timelines appropriate for the event.
- The caterer shall invoice the SRC for all catering events
- Set all china and cutlery on tables, plate and serve meal, clear tables and wash dishes/utensils during or after event as required
- Supply all condiments, sternos for chafing dishes, and supplies to maintain kitchen in a clean and sanitary condition
- The caterer shall produce a certificate of insurance for third party liability with a value of not less than TWO MILLION DOLLARS (\$2,000,000.00) for each of third party liability and where the SRC is included as also insured under a rider to the policy.

Below is a tentative list of scheduled events for March 2023 through December 2023:

- July 8th - Members Event
- July 22nd - Members Event
- August 5th- Wedding
- August 12 or 19th - Members Event
- August 26th- Anniversary Party (Member Booking)
- August 31st- Summer Programming Banquet (Members Event)
- September - Labour Day weekend - Season Closing Event
- September 7th- Wedding
- September 9th- Wedding
- September 16th- Wedding
- September 23rd- Wedding
- September 30th- Wedding
- October 7th- Wedding
- October 14th- Wedding
- October 21st- Wedding
- October 28th- Wedding
- November 4th- Wedding
- November 18th- Simon Warder Squash Tournament Banquet (External Booking)
- December 7th- Christmas Party
- December 15th- SRC Christmas Dinner (Members Event)
- Potential/Expected Corporate Christmas Party Bookings
 - November 23rd /24th / 25th/ 30th
 - December 1st / 2nd / 8th / 9th / 14th/ 15th

As well as regularly occurring Friday Night Members Dinners (starting in April) and Wednesday Wing Nights.