

# **Ridgefield Farm-to-Table Community Dinner Request for Menu and Pricing**

**Purpose of Request:**

Proposals are being requested for a caterer to prepare a three-course meal for the Second Annual Ridgefield Farm-to-Table Community Dinner.

**Time Schedule:**

All proposals must be submitted no later than 5:00PM on Monday, March 27, 2016.

**Instructions:**

1. All proposals must be submitted to:

Lee Knottnerus  
City of Ridgefield  
230 Pioneer Street  
Ridgefield, WA 98642

2. All proposals must be in a sealed envelope and clearly marked "Ridgefield Farm-to-Table Dinner Proposal."
3. Proposals should be prepared simply, providing a straightforward and concise description of caterer capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of contents; special bindings and promotional materials are not preferred.
4. All proposals must include the following information:
  - a. The names of the individuals who prepared the proposal.
  - b. The names of the individuals who will be present on the day of the event and their roles.
  - c. Contact information including name, address, email and telephone for information regarding the proposal.
  - d. Two alternative menu options.
  - e. Local farmers who will be involved including: name of farm and farm representative, description of how the farm is involved and/or food provided.
  - f. Itemized pricing breakdown of the meals and services provided.

**Menu Proposal:**

Please use originality and creativity to provide a proposal consistent with the farm-to-table community event description above. You may choose to provide a proposal for:

1. The entire meal including appetizers and a three-course meal, OR
2. Appetizers only, OR
3. The three course meal only.

Any questions regarding the event or request for proposal requirements should be directed to: Lee Knottnerus, 360-887-3557, [Lee.Knottnerus@ci.ridgefield.wa.us](mailto:Lee.Knottnerus@ci.ridgefield.wa.us).

Event details are attached.

## **Event Details:**

### **Ridgefield Farm-to-Table Community Dinner**

**Date of Event:** August 26, 2017

**Time:** 6:00PM Cocktail Party, 6:30PM Seating, 7:00PM Dinner is served

**Location:** Outdoors, Main Avenue downtown Ridgefield

**Number of Guests:** 200

**Purpose of the Event:** The purpose of the event is to bring Ridgefield neighbors together to share a dinner at a community table – served family style – to highlight local farmers and artists, and to show off the downtown area. The event will bring life to the quiet evening hours and highlight the downtown charm in a new and different way.

**Description of Event:** Main Avenue will be transformed into an enchanting setting by strings of lights crisscrossing overhead, straw bales and a formal dinner setting at bouquet lined tables. Guests will enjoy a wine and beer cocktail party and appetizers with live entertainment followed by a three-course menu of farm fresh cuisine served family style. The evening will end with dancing under the stars. Wine and beer will be available at the cash bar.

The Ridgefield Farm-to-Table dinner is a TICKETED event. The menu will showcase local farmers, restaurants, and wineries.

#### **Menu and Beverages:**

The menu for the evening will include:

1. Light hors d'oeuvres for the cocktail party that may be served buffet style or by servers who walk among the guests with trays of the appetizers. Any hors d'oeuvres remaining when guests are seated will be placed on the tables.
2. Salad
3. Entrée/Main Course & side-dish(es)
4. Dessert

Water, non-alcoholic drinks, wine, beer and coffee will be provided. Your bid should NOT include these items.

Other than appetizers, the dinner will be served communal/family style on platters for guests to share. The meal will not be individually plated for guests. Plates and eating utensils will be provided and will be on the tables when guests are seated. The proposal should include all other serving platters and utensils sufficient for 200 guests (33 tables).

#### **Catering Preparation Area:**

Caterers will have access to the Ridgefield Community Center including a full commercial kitchen for preparation and clean-up. The Community Center is three blocks from the event. There will be an outdoor station at the event location including a canopy, tables, electricity, and

a hand washing station. The caterer will be responsible for transporting food (if necessary) and providing warming stations at the event location (if necessary).

**Equipment:**

Tables, chairs, table linens and decorations, dishes and utensils will be provided. Caterer will provide all equipment necessary to keep food warmed and for serving as described above.

**Serving:**

Volunteers will be provided to help set up tables, decorate, seat guests, serve the dinner, clear plates, and clean up the event location.

**Additional Requirements:**

Use of locally-raised meats, cheeses and produce is preferred. Information about local farmers may be found at [http://smallfarms.wsu.edu/farms/search\\_result.asp](http://smallfarms.wsu.edu/farms/search_result.asp).