



Catering Request for Proposals

The Town of Duck is seeking proposals for caterings during the Duck Jazz Festival presented by PNC taking place October 8-9, 2022. Location of the caterings will be in the Paul F. Keller Meeting Hall, 1200 Duck Road. This is a one-time request with no guarantees that the program will continue in the future.

Location of the caterings will be in the Paul F. Keller Meeting Hall, 1200 Duck Road. Part or all of catering cost can be put toward in-kind sponsorship.

Conditions of Service:

- Caterer must have a storefront which serves food and meets Dare County Health Department requirements within the Town of Duck. If there is not sufficient interest within the Duck business community, the RFP will be opened to businesses outside of Duck.
- Caterer will provide all serving equipment (platters, serving utensils, serving dishes, etc.).
- Caterer will provide all plates, silverware, napkins, cups (disposable or otherwise), and service linens. The Town supports environmentally friendly serving items and discourages the use of single use plastics where possible. Preference will be given to those applicants that demonstrate a more environmentally friendly approach.
- Caterer is responsible for all food, soda, beer, and wine. The Town will provide water for serving from 5-gallon dispensers. Bar service will work on a ticket system where attendees will be given two (2) drink tickets redeemable for any beverage. After the tickets are used, it will convert to a cash bar.
- Town of Duck will provide all dining tables, chairs, table linens and centerpieces. Caterer is responsible for all serving linens.
- Town of Duck will allow the use of the meeting hall kitchen for food prep area.
- Caterers will be responsible for all on-site storage and service staff.
- All Town Park and Facilities rules and ordinances will be adhered to by the Caterer.
- All Town Facilities are non-smoking.
- Caterer will sign a contract upon acceptance by the Town of Duck.

Saturday Sponsor Reception: The reception will begin at 4:00 p.m. and end at 6:00 p.m. Service of hors d'oeuvres and a small selection of beer, wine, and non-alcoholic beverages is requested. The estimated event attendance is 100 people. Proposals are not to exceed \$4,500 in total.

Sunday Band Hospitality: A buffet style lunch and dinner service and a small selection of beer, wine, and non-alcoholic beverages is requested for the all-day event on Sunday, October 9. The

hours of food service will be between 11:30 a.m.- 7:30 p.m. The estimated event attendance is 50 people throughout the day with some dietary restrictions. Proposals are not to exceed \$1,500 in total.

To Submit a Proposal: Those wishing to provide Catering services shall submit a proposal via email, fax, mail (PO Box 8369), on in person to the Town of Duck office at 1200 Duck Rd. Please contact Betsy Trimble with questions or to submit via email at btrimble@townofduck.com

Deadline for Town of Duck Businesses: Applications must be received by 1:00 p.m., September 1, 2022.

Proposals Shall Contain the Following Minimum Information:

- The name of the business, address, and contact information including email and mobile telephone number of contact person.
- The business must have a Duck storefront located within the town limits of the Town of Duck.
- The business must be equipped to provide off site catering.
- The business must be licensed and insured to provide off-site catering. (Please provide copy of license.)
- A list of proposed food and drink items to offer at the reception
- The signature of the proposer agreeing to abide by all Town of Duck regulations.

Miscellaneous Requirements and Regulations:

- The Town supports environmentally friendly serving item and discourages the use of single use plastics where possible.
- All delivery vehicles used by Caterer shall be relocated to a designated parking spot or off site as established by the Town and shall not be left immediately adjacent to the meeting hall.
- Caterer may not use the Town of Duck, or any related logos in advertising, on merchandise, or for any commercial or personal use without the express written consent of the Town of Duck.
- No other events, businesses, or organizations may be advertised or promoted.
- All employees shall wear suitable attire approved by the food Caterer, i.e. shirts with logo, jackets with logo etc. or name tag.
- Caterer's employees will not be under the influence of alcohol or consume alcohol during the work hours.
- Smoking is prohibited in all Town facilities and at the Town Park and Boardwalk.
- The Town of Duck reserves the right to do a background check of the owner and of all employees.

Insurance Requirements:

The selected Caterers may be required to supply the Town of Duck a certificate of insurance listing the Town of Duck as an additionally named insured - \$1 million minimum. Coverage shall be for not less than the following amounts:

General Liability including comprehensive form, premises/operations, underground explosion and collapse hazard, products/completed operations, contractual, independent contractors, broad form property damage and personal injury.

- \$1,000,000 Bodily Injury and Property Damage Each Occurrence

- \$2,000,000 Bodily Injury and Property Damage Aggregate
- \$2,000,000 Personal Injury Aggregate

Workers' Compensation and Employer's Liability

- \$500,000 each accident
- \$500,000 Disease - Policy limit
- \$500,000 Disease - Each employee

THE TOWN RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS. THE AWARD OF CATERING CONTRACT SHALL BE MADE BY THE TOWN AND IS NOT OPEN TO APPEAL.