



EVENT CATERER REQUEST FOR PROPOSAL

LUNAFEST is requesting applications from Oswego-based businesses to be considered as the caterer for LUNAFEST 2020 in Oswego, IL.

The upcoming community screening of the **10th Annual LUNAFEST** is the only film festival in the United States that combines women-only filmmakers with a community fundraising campaign to raise awareness and contributions for women's causes.

Funds will be raised for Mutual Ground, a domestic violence shelter and sexual violence prevention center serving our community. In the ten years that the Village of Oswego has partnered with LUNA Bar, thousands of dollars have been donated to Mutual Ground of Aurora. LUNAFEST is an intimate, inspirational event that typically sells out at 100 seats each year.

Event Information

Date/Time: Saturday, Feb. 8, 2020 from 3:00 - 7:30 p.m.

Location: Village of Oswego, Village Hall, 100 Parkers Mill, Oswego, IL 60543

Set-Up Time: 1:00 – 2:45 PM

One of the goals of this year's event is to have an engaging, interactive atmosphere. As such, in addition to live music, interactive art demonstrations, dance, dialog and crafting, LUNAFEST is seeking a caterer or caterers who is/are interested in providing exceptional coffee and hot chocolate (including whip cream, sugar, creamer, stirrers, cups and cardboard sleeves), an assorted selection of mini desserts, and small, basic yet nicely displayed, cheese/cracker/grape plates. Exceptional capability to display the products with applicable display signage is a must to excite an enthusiastic audience of 80 – 100 patrons and 10 – 15 staff and volunteers. Not only is LUNAFEST interested in highlighting art in our community, LUNAFEST wants to captivate the audience, create lasting impressions and retain loyal customers/attendees for years to come.

The selected caterer will showcase and serve the products listed above during an hour-long pre-event reception and again during a 30-minute intermission in the lobby of Oswego Village Hall. Food items served during Intermission should be uniquely different than those served during the Reception. Any remaining food and/or beverage that has not been consumed during the reception should remain available for consumption while the movies are being screened and not cleaned up or removed.



Selection Criteria

The selected caterer(s) will be chosen based upon the following criteria:

1. Diversity of coffee and hot chocolate flavors and creamers
2. Diversity of dessert offerings
3. Ability to provide recyclable cups, cardboard sleeves and stirrers
4. Exceptional display capabilities on 3 - 8' x 30" tables as shown through pictures of displays done at previous events and/or via references
5. Lowest quote in support of the shared vision to support LUNAFEST's fundraising initiatives
6. Current business license in good standing with the Village of Oswego

Submission Requirements

1. Proposal with display images and/or references – including name of business, business address, contact phone number and e-mail address
2. Quote for Services (Invoice must be provided when order is placed)
3. Form W-9 – Request for Taxpayer Identification Number and Certification Form
4. Certificate of Liability Insurance according to the coverage requirements below
5. Copy of current business license with Village of Oswego

Deadlines

Proposal/Application Deadline: Monday, January 20, 2020 by 5:00 PM

Notification: All applicants will be notified by e-mail as to the chosen caterer no later than January 22, 2020.

Set-up/Supplies/Equipment

The Village of Oswego will set-up three, 8' x 30" tables for use in a designated area of the lobby. One, 110 V circuit will be provided along with an extension cord and a power strip. All supplies and equipment other than that noted above are the responsibility of the caterer.

Set-up will take place on February 8th between 1:00 - 2:45 p.m. All food and beverages are served beginning at 2:50 PM and again with service and replenishment at the start of intermission. A minimum of one staff member is required to be on site throughout the event to set-up, serve, re-fill beverages, replenish desserts, remove dirty dishes, as well as to clean up at the conclusion of the event.

Insurance Coverage Requirements

Unless other such amounts and types of insurance coverage are accepted by the Village of Oswego, the selected caterer shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons, damage to property and/or other applicable



damages that may arise in connection with the performance of work and/or services under this Agreement as follows:

Workers' Compensation and Employers Liability Insurance. Statutory Workers' Compensation coverage complying with the law of the State of Illinois and Employer's Liability insurance with minimum coverage limits of \$1,000,000 each accident, including occupational disease coverage with limits of \$1,000,000 per employee, subject to policy minimum limits of \$1,000,000 per annum. If the selected vendor does not have employees, this requirement is waived.

Commercial General Liability Insurance. Commercial general liability insurance with policy limits of not less than \$1,000,000 and \$2,000,000 in the aggregate and shall cover liability arising from premises operations, independent contractors, products-completed operations, personal injury, property damage, and liability assumed under an insured contract under the commercial general liability policy.

Certificate of Liability Insurance:

Description of Operations/Locations/Vehicles/Additional Insured:

Name of Event: LUNAFEST

Date: February 8, 2020

Location: Oswego Village Hall, 100 Parkers Mill, Oswego, IL 60543

Additional Insured: Village of Oswego, its officers, officials, employees, and agents as additional insureds

Certificate Holder: Village of Oswego, 100 Parkers Mill, Oswego, IL 60543

Questions?

Contact Julie Hoffman at jhoffman@oswegoil.org or 630-551-2344