

## REQUEST FOR PROPOSAL PREFERRED CATERING FOR THE UTAH OLYMPIC LEGACY FOUNDATION

The following outlines a proposal to become a preferred caterer, prepared by the Utah Olympic Legacy Foundation (UOLF), including Utah Olympic Oval (UOO), Utah Olympic Park (UOP), and Soldier Hollow (SOHO).

UOLF provides spaces conducive for meetings and events which may lead to the opportunities for catering. In an effort to streamline the process and make the use of the event spaces more efficient, we are seeking caterers with whom to work on a regular basis and to be promoted as our preferred catering partners.

We are looking for up to five (5) partners per venue (UOO, UOP, SOHO) which will allow us to offer a variety of options and price ranges.

Attached is the agreement which we would ask each partner to adhere to and sign if selected as a preferred caterer. Additionally we would like each interested party to provide the following information:

1. Completed Contact information cover page (attached)
2. Description of the of services that you could offer our customers
3. Menu options with pricing, including alcohol if applicable
4. Length of time the pricing will be applicable
5. Brief biography of the point of contact(s)
6. Three written references with contact information from companies or organizations which have used your services for meeting or events
7. Any other information which you would like to provide to help us in our decision making process

### Timeline

- RFP will be posted from April 11<sup>th</sup> through April 30<sup>th</sup>
- Optional "Caterer Tasting" will be held on Tuesday, April 24<sup>th</sup> from 4pm-5pm in the Upper Legacy Center at Utah Olympic Park. All Preferred Catering applicants are encouraged to provide a sample display for up to five (5) Utah Olympic Legacy Foundation representatives.
- Sealed submissions must be in by 5:00pm on Monday, April 30<sup>th</sup>. Deliver to the attention of Michael C. Hopkins, Group Sales Director, Utah Olympic Legacy Foundation, 3419 Olympic Parkway, P.O. Box 980337 Park City, UT 84098, or email to Michael's attention at [mhopkins@uolf.org](mailto:mhopkins@uolf.org)
- By May 14<sup>th</sup>, 2018, selected caterers will be notified and given information regarding the steps required to complete the Preferred Catering Agreement. Annual contracts are set to begin on June 1<sup>st</sup>, 2018.

### LEGACY

3419 Olympic Parkway  
PO Box 980337  
Park City, UT 84098  
435.658.4200

### OVAL

5662 S. Cougar Lane  
Kearns, UT 84118  
801.968.6825

### PARK

P.O. Box 980337  
3419 Olympic Parkway  
Park City, UT 84098  
435.658.4200

### SOLDIER HOLLOW

P.O. Box 2002  
2002 Soldier Hollow Lane  
Midway, UT 84049  
435.654.2002



## UTAH OLYMPIC LEGACY FOUNDATION PREFERRED CATERER PROPOSAL CONTACT INFORMATION SHEET

### Company Contact Information

Company Name: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Point of Contact Information (If Different from Company Contact Information)

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### LEGACY

3419 Olympic Parkway  
PO Box 980337  
Park City, UT 84098  
435.658.4200

### OVAL

5662 S. Cougar Lane  
Kearns, UT 84118  
801.968.6825

### PARK

P.O. Box 980337  
3419 Olympic Parkway  
Park City, UT 84098  
435.658.4200

### SOLDIER HOLLOW

P.O. Box 2002  
2002 Soldier Hollow Lane  
Midway, UT 84049  
435.654.2002



## UTAH OLYMPIC LEGACY FOUNDATION PREFERRED CATERER AGREEMENT

It is our priority to provide our guests with high quality service while they visit our venue (s). As a partner of the Utah Olympic Legacy Foundation (UOLF), we expect Preferred Caterers to do the same. Determining whether or not a catering opportunity exists can be difficult; hence we reserve the sole right to make that determination.

Preferred Caterers will receive preferential treatment for catering events and meetings held at our venues. All Preferred Caterers will be highlighted in our our Preferred Caterer Portfolio, which we provide to all of our prospective clients. UOLF reserves the right to permit other caterers as well, if insisted by a prospect or client, and/or if the caterer brings incremental business to the Foundation.

### Agreement Terms

This agreement is valid June 1, 2018 through May 30, 2019, and will be governed by the following terms and conditions applying to all selected Preferred Caterers. Mutual option to renew agreement by May 15, 2019.

1. In consideration for being listed by UOLF as a Preferred Caterer, you agree to pay to UOLF a \$500 yearly fee and ten percent (10%) of the food and non-alcoholic beverage revenues (minus tax, labor, and gratuity) you receive from your client group for servicing their event (“UOLF Use Fee”). Payment of yearly fee shall be due upon the execution of this contract. Payment of UOLF Use Fee will be due two weeks after your monthly invoice is received. A copy of the final invoice to your client groups should accompany your payment. The Use Fee will be collected on all events catered at our venues, Utah Olympic Park (UOP), Utah Olympic Oval (UOO), and Soldier Hollow (SOHO), regardless from where they were referred. Please provide the following information for our internal use:
  - a. Accounting Department Contact: \_\_\_\_\_
  - b. Contact Phone Number: \_\_\_\_\_
  - c. Contact Email Address: \_\_\_\_\_
  
2. As the UOLF operates unique venues, we have implemented several guidelines to ensure our clients are receiving the best possible experience. Please note:
  - a. Preferred Caterer will handle customers in a courteous and responsive manner.
  - b. Communications between the caterer and the customer will be timely and professional.
  - c. Caterer’s employees will be held to high standards of appearance and cleanliness.
  - d. “Drop Off” Catering is not available to our clients hosting events, unless agreed in writing prior to the event.
  - e. Tablecloths are required for all guest seating and food display.
  - f. All facilities used by Preferred Caterer must be cleaned in accordance with this agreement. Failure to comply will result in a rental surcharge of \$100 per hour until the facilities are clean and returned original condition.

### LEGACY

3419 Olympic Parkway  
PO Box 980337  
Park City, UT 84098  
435.658.4200

### OVAL

5662 S. Cougar Lane  
Kearns, UT 84118  
801.968.6825

### PARK

P.O. Box 980337  
3419 Olympic Parkway  
Park City, UT 84098  
435.658.4200

### SOLDIER HOLLOW

P.O. Box 2002  
2002 Soldier Hollow Lane  
Midway, UT 84049  
435.654.2002

3. In order to showcase you as one of our Preferred Caterers, we require images and verbiage which properly display your services. Upon selection and signed agreement, please email your photos, verbiage, and preferred contact information to Michael at [mhopkins@uolf.org](mailto:mhopkins@uolf.org).
4. Preferred Caterer will provide proof of liability insurance as well as list Utah Olympic Legacy Foundation as an additional insured upon request.
5. Preferred Caterer will provide proof of Food Services Establishment Permit for the respective county and UOLF venue in which they will service.
6. Your UOLF contact for the event will be a member of the Utah Olympic Legacy Foundation Group Sales department.
7. Preferred Caterers are required to contact the Group Sales department at least two weeks prior to your event with the following information:
  - a. Your itinerary for the event.
  - b. Your table and chair needs.
  - c. Your arrival time for set-up.

**PLEASE NOTE:**

UOP is open to the public until 6 p.m. daily; therefore, setup will be limited in some areas until 6 p.m. Please plan accordingly with appropriate staffing. Set up may begin in some areas of the Museum as early as 4 p.m. If you need additional time for set up, please contact the Group Sales Department to make special arrangements.

8. You are responsible for site setup, table, chair, and food service set up. (UOP will deliver the quantity of tables and chairs that are needed to appropriate area if contacted at least 2 weeks ahead of time.
9. Clean-up is YOUR responsibility and you will be expected to adhere to the following procedures:
  - a. Return of the Premises. You are responsible for set up and break down of all facilities used for the event at your sole cost and expense. The UOLF facilities reflect not only our organization but yours.
  - b. Preferred Caterers will receive 1.5 hours after a group's departure to clean and check out with the UOLF Event Lead. For example, if the client leaves the premises at 10 p.m., your cleaning time will end at 11:30 p.m. Unless prior arrangements have been made, a \$100 per hour surcharge will be assessed for every hour that you are using and/or cleaning the facilities beyond your cleaning time.
  - c. All garbage cans inside and outside must be emptied in dumpsters, replaced with new liners, and returned to original locations.
  - d. You will be responsible for cleaning and mopping all event space, kitchen, prep and staging areas. Areas should be left clean and clear of any debris.
  - e. Remove all linens or wipe down tables not covered with linens.
  - f. If staging in an area that is carpeted, please take extra precaution with tarp or cloth to cover the flooring against any potential damage.

**LEGACY**

3419 Olympic Parkway  
PO Box 980337  
Park City, UT 84098  
435.658.4200

**OVAL**

5662 S. Cougar Lane  
Kearns, UT 84118  
801.968.6825

**PARK**

P.O. Box 980337  
3419 Olympic Parkway  
Park City, UT 84098  
435.658.4200

**SOLDIER  
HOLLOW**

P.O. Box 2002  
2002 Soldier Hollow Lane  
Midway, UT 84049  
435.654.2002

- g. Please provide protection for cement floors and decks when barbecuing to ensure that grease won't spot the cement. If an accident does occur, please clean up and/or power wash the next morning.
- h. Walk through event space and surrounding areas (patios, terraces, lawn) to check for any disposable products or glassware that may have been discarded.
- i. Assist event staff in breaking down all tables and chairs and return to respective locations, including patio furniture.
- j. Ensure staging area and event space is clean and ready for the next user.
- k. All venues operate on an 11 p.m. curfew unless prior arrangements have been made. Venue curfews will be extended as noted in item 8b, above, to accommodate your cleaning time. Please staff accordingly to accommodate venue curfews. Curfew violations will result in the same \$100 per hour surcharge as discussed in items above.
- l. Loss or cost recovery due to event cancellation is between the customer and the Preferred Caterer.
- m. General Provisions: Caterer shall coordinate directly with each client for services. Caterer shall in no way bind UOLF to any terms of its agreement with the client unless UOLF agrees to be so bound in writing. Any oral agreements between Preferred Caterer and UOLF shall not be binding. Preferred Caterer warrants, defends, and indemnifies UOLF from any and all liability arising out of or relating to the Preferred Caterer's actions, negligence, errors, omission and agreements, written or not, entered into directly with the client.

Thank you in advance for abiding by these terms and conditions. Please sign below signifying your acceptance of this agreement.

Sincerely,

Signature: \_\_\_\_\_

Michael Hopkins, Group Sales Director, Utah Olympic Legacy Foundation

**ACCEPTED AND AGREED BY:**

Catering Company: \_\_\_\_\_

Catering Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**LEGACY**

3419 Olympic Parkway  
PO Box 980337  
Park City, UT 84098  
435.658.4200

**OVAL**

5662 S. Cougar Lane  
Kearns, UT 84118  
801.968.6825

**PARK**

P.O. Box 980337  
3419 Olympic Parkway  
Park City, UT 84098  
435.658.4200

**SOLDIER  
HOLLOW**

P.O. Box 2002  
2002 Soldier Hollow Lane  
Midway, UT 84049  
435.654.2002