



Columbia Chamber Event RFP

Event Name: 2022 - 119th Annual Chamber Gala

CONTACT: Ashleigh Conner, Vice President of Development
Columbia Chamber Phone: (803) 733-1138
1225 Lady Street, Suite 100 aconner@columbiachamber.com
Columbia, SC 29201

CHAMBER PROFILE: To promote business and commerce for the greater Columbia area through leadership in economic, governmental, social and educational development.

EVENT DESCRIPTION: 2022 – 119th Annual Chamber Gala

The dedication of outstanding organizations and individuals – continually striving to be the best and improving their community in the process – makes the Columbia region such a vibrant place to visit, do business and live. The Chamber’s Annual Gala recognizes this dedication to excellence in several categories.

EVENT HISTORY: 2004-2019 at the Columbia Metropolitan Convention Center
Average Attendees: 500-900

2020 – Cancelled due to Covid-19

2021 - at Central Energy
Attendees: 450

This RFP requests that the venue expense includes the cost of all food services (and beverages if exclusive vendor is required). Response to RFP may include room/facility rental only plus applicable taxes/service charges if outside caterer is allowed. A list of preferred caterers and pricing would also be required.

REQUESTED DATES: Thursday, October 6, 2022 - Alternate dates and patterns will not be considered.

PATTERN: Set up: 8 AM
Reception: 5:30PM
Heavy Hors D’oeuvres & Program: 6:30PM-10PM

NO. OF ATTENDEES: 500-700

MEETING SPACE: Room large enough to hold set up requirements for cocktail reception, some seating, dance floor, stage for band.



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SCHEDULE OF EVENTS

DATE	TIME	FUNCTION	ROOM SET	ESTIMATED ATTENDANCE
10/6/22	8:30 AM	Chamber & Vendor Set Up	Rounds of 8, Cocktail Rounds, Dance Floor, Stage, Podium, etc...	
10/6/22	5PM	1 st Guest Arrives (Receptions Begin)		150-200
10/6/22	7PM	Awards Program		600+
10/6/22	7:30PM	Dancing with The Embers		600+
10/6/22	10PM	Pack up and leave		

PROPOSAL DATE: Proposal must be submitted by **COB December 1, 2021** to Ashleigh Conner, aconner@columbiachamber.com.

Responses received after the proposal date will not be considered. Please no follow-up calls or emails prior to the decision deadline.

DECISION DATE: **December 8, 2021**

PROPOSAL MUST INCLUDE:

- Available date
- All applicable taxes and service charges (rooms and F&B if In-House Caterer Required)
- Any additional required fees (resort, portorage, gratuities)
- Menu Proposal or Menu Options
- Response to required concessions (next page)
- Individual cancellation policy
- Floor plans and capacity chart in PDF format



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CONCESSIONS:

Room rental waived	
Room rental discount	%
Meeting room name to be identified in contract	
List all taxes: Service Charge:	%
Sales tax:	%
tax:	%
tax:	%
Additional fee:	
2% off service charge	
Chamber Is permitted to bring in alcohol	
Corkage fee	\$
Complimentary/discount food & beverage functions	
2021 menu prices locked in upon signing contract	
Complementary Linen	
Complimentary parking	
10% discount off published AV prices	
Chamber is permitted to provide own LCD/laptop with no service charge	
Complimentary microphone in meeting room	
Complimentary standing lectern/podium	
(2) Complimentary power strips	
Complimentary wireless internet in meeting room	
(4) Complimentary Easels	

Columbia Chamber Partnership required.