



Request for Proposals (RFP)
Exclusive Foodservice Provider
Reference #: NGC15-002
Buy and Sell Reference #: PW-15-00712329
January 25, 2016

ADDENDA # 3

Addenda: NGC strongly suggests that you *immediately* enter this information in Appendix B – Addenda in the document you plan to use for your response to this RFP. Please use the date shown above as the date of the Addenda. Failure to identify addenda issued by the NGC **will (M)** result in the immediate disqualification of your proposal.

The French version of Addenda #3 to follow at a later date

The following are corrections to Addenda #2:

23. What exhibitions and special events are you planning to bring to the Gallery in the next foreseeable future (12 -24 months if you have the planning available)?
- There are a number of NGC and NGC partnered events will take place at the Gallery for 2016 and 2017. However, many of these have not yet been confirmed as we are in program development. It is important to note that many events are already planned for the first week of May, when the Exclusive Foodservice Provider will begin its operations. Moreover, a wedding is scheduled for the last day of the current Foodservice Provider Contract.
 - APRIL 30: Wedding (event ending at 1am, May 1)
 - MAY 4: VIP film screening and Soirée in partnership with the French Embassy. Expect 350 guests
 - MAY 5: Public film screening (Film and tapas offering). Expect 350 guests
 - MAY 8: Mother's Day - TBC - special programming, TBC - themed food and beverage. Food and beverage offering will depend on caterer capacity. In 2015, there was 1 single tea service offered for 125 guests.
 - MAY 9: Delegation of the European Union to Canada, 40th Anniversary Gala (VIP event in Great Hall). Expect 400+ guests
 - MAY 11: Untitled Members Evening (themed food and beverage). Typically 40 guests.

The art exhibitions currently planned are as follows (subject to change):

- SPRING 2016: Picasso (Prints and Drawings)
- SPRING 2016: Governor General Visual Arts Award Exhibition
- SPRING: Chris Cran Installation (high-profile event planned May 19)
- SUMMER 2016 : Vigée Lebrun (avant-premier VIP event of the film about the artist on May 4 and a public screening on May 5th)
- SUMMER 2016 : The White Dress



- FALL/WINTER 2016: Sudek and his Circle of Friends
- FALL/WINTER: 2016: Sobey Awards Exhibition
- FALL/WINTER 2016: Alex Janvier
- SPRING 2017: Unveiling of new Canadian Galleries
- *Other 2017 shows to be announced shortly.*

As for the rental business, NGC had not actively marketed such offerings to the public, but will do so once the new Exclusive Foodservice Provider has been confirmed. We have a considerable log of calls that we need to reconnect with once we have confirmed availability of space for rental business, especially for 2017.

26. Please provide the rental fees for the meeting and event spaces at the Gallery.
- Please refer to Question #7.
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32. We are requesting information about upcoming exhibitions in the long term (5 years), beyond what is announced on The National Gallery of Canada website. This information will give us a better picture of potential future attendance and will be an asset in the creation of a proposed remuneration model.

- We are unable to provide a list of upcoming exhibitions beyond what was shared under question 23. However, through its visitor-centric approach, the Gallery is focused on delivering programs and exhibitions that will exceed current visitation and revenues. Please refer the NGC Corporate Plan:
<http://www.gallery.ca/documents/planning%20and%20reporting/2014-15-NGC-Corporate-Plan-Summary-ENG.pdf>
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The following page is in support of Question #7



Rental Fees

Great Hall	\$5,175
Restaurant des Beaux-Arts*	\$2,125
Main Entrance Foyer**	\$895
Water Court Foyer	\$1,895
Auditorium***	\$1,895
Lecture Hall***	\$950
Seminar Rooms	\$525
Sketches	\$1,400
Permanent Collection Galleries	\$1,000
Special Exhibition Galleries	\$1,500

*Includes available café-style seating

**Available with the rental of the Great Hall

***Audio-visual technician fees apply. Rate is \$45 per hour. Minimum call is four (4) hours.

Fees subject to change without notice

NGC Furniture

Banquet chairs \$6

Banquet tables (72"round) \$10

Sound

Mini PA System \$550

Basic Sound Package \$650

AV technician \$45 /h min. 4h

What's included

- Standard security
- Standard room cleaning
- Room set-up and tear-down
- Cloak room
- Special Events personnel on-site supervision from set-up to start of the event
- Basic lighting services (Great Hall only)
- Podium/lectern
- 12'x8' stage risers

Let our experience work for you.
spevents@gallery.ca 613-991-0000