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ANCIENT SPIRIT, MODERN MIND

HFN Annual People’s Assembly 2025 – Catering Bid Request

Event Overview:

The Huu-ay-aht First Nations (HFN) is seeking a qualified caterer to provide food and beverage services for the upcoming **HFN annual people’s assembly**, taking place on **Friday, November 21** and **Saturday, November 22, 2025**, at the **Alberni Athletic Hall, Port Alberni, B.C.**

We are inviting catering proposals that can accommodate a diverse group of attendees, including Elders, youth, and community members. The selected caterer must be fully self-sufficient and capable of operating with minimal support from HFN staff.

When submitting the proposal and bid, candidates must also supply a detailed menu and FOODSAFE certificate. Those who fail to provide FOODSAFE certificates will not be considered for the proposal.

| Date | Type | Location | Size | Requirements |
|---------------------|---|--------------------------|-----------------------------|-----------------------------------|
| Friday, Nov 21 | Lunch: 12:00 pm Snacks: 2:00 pm Dinner: 5:00 pm | Alberni Athletic Hall | Approximately 150 people | Coffee, Tea, Juice, and Water, |
| Saturday, Nov 22 | Breakfast: 8:00 am Lunch: 12:00 pm Dinner: 5:00 pm Snacks: 10:00 am & 3:00 pm | Alberni Athletic Hall | Approximately 300 people | Coffee, Tea, Juice, and Water, |

** Please note our water policy: water may be provided at the venue, so caterers are not required to supply bottled or table water. However, we would greatly appreciate it if juice could be included as an alternative beverage option.*



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Scope of Work

November 21 – Lunch, Snacks & Dinner and cultural night to kick off the People's Assembly

Lunch (12:00 pm):

To be a casual lunch service meal

Requirements:

- Menu items are balanced with vegetables option for all
- Menu items may include:
 - Seafood option (At least 1) – Allergy list will provide
 - Traditional Indigenous food options (provided internally by HFN, prepared by caterer)
 - Sandwiches
 - Soup
 - Salad
- Full beverage service / Beverage station (refreshed water, juice, coffee, Tea)

Dinner (5:00 pm)

Requirements

- Pasta dishes
- Hamburgers/smokies
- Traditional Indigenous food options (provided internally by HFN, prepared by caterer)
- Variety of side dishes (salad, soup, etc)
- Beverage station (refreshed coffee, tea, juice)

Snacks (2:00 pm):

To be available during the event

Requirements:

- Chefs recommendations
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November 22 – Breakfast, Lunch & Dinner and Snacks (AM/PM)

Breakfast (Morning Service):

To be served for 8:30 am

Requirements:

- Full beverage service including:
 - Fresh brewed coffee & tea
 - Assorted juices
 - Ample chilled bottled water
- Food offerings may include:
 - Full hot buffet-style breakfast
 - Full beverage service (coffee, tea, juice, water)
 - Menu items may include:
 - Scrambled eggs or omelettes
 - Hashbrowns or breakfast potatoes
 - Bacon and sausages
 - Quiches
 - Pancakes or French toast (with syrup and fruit toppings)
 - Fresh pastries and fruit trays
 - Other chef-recommended breakfast items

Lunch (Mid-afternoon):

To be a casual lunch service meal

Requirements:

- Menu items are balanced with vegetables option for all
- Menu items may include:
 - Seafood option (At least 1) – Allergy list will provide
 - Traditional Indigenous food options (provided internally by HFN, prepared by caterer)
 - Sandwiches
 - Soup
 - Salad
- Full beverage service / Beverage station (refreshed water, juice, coffee, Tea)
- Menu should differ from the first days lunch menu in both presentation and item selection.
Same items can be included, but supplemented menu items must be provided.

Dinner with Santa (Dinner service):

To be a Christmas styled dinner

Requirements:



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- Menu items may include:
 - Turkey
 - Ham
 - Roast
 - Stuffing
 - Potatoes
 - Vegetables
 - Sauces (gravy/cranberry_
 - Other chef-recommended dinner items

Snacks (AM):

To be available between breakfast and lunch

Requirements:

- Chefs recommendations

Snacks (PM):

To be available between lunch and dinner

Requirements:

- Chefs recommendations
- Menu should differ from **AM snacks** in both presentation and item selection. Same items can be included, but supplemented menu items must be provided.

Additional Notes & Requirements

- **Bid Submission Deadline:** October 29, by 12:00 pm
- **Menu Flexibility:** Chef’s recommendations and alternate menu suggestions are welcome and will be reviewed based on cultural alignment, dietary inclusiveness, and creativity.
- **Menu Considerations:** Huu-ay-aht will provide an allergy list November 3, 2025 and meals should be prepared to respect these allergies” or “prepared and served separately as individual meals. Intolerances and allergies may include lactose intolerance, gluten allergy, shellfish allergies, nut allergies and other.
- **Meal Requirement:** The dinner Saturday is mandatory to be set up as a traditional Christmas due to the entertainment being offered on this day



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- **Onsite Support:** HFN staff will not be available to assist with food prep, service, or cleanup. The caterer must bring all required staff.
- **Kitchen Access:** Please outline the kitchen requirements in your bid.
- **Additional Equipment:** Any additional equipment not already onsite must be provided by the caterer. Requests for supplemental equipment may be submitted for approval by the event coordinator, then to HFN-authorized staff.
- **Cultural Sensitivity:** Caterers are encouraged to incorporate traditional or locally sourced Indigenous foods, where possible and appropriate.
- **Event run-of-show:** The final event itinerary will be shared with all staff, including hired caterers closer to date to ensure a smooth event execution.



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The approved bid will receive an email with a contract. Please read it thoroughly, fill it out, and return to the Coordinator.
Thank you!

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