



The Buffalo History Museum Catering Request for Information

January 17, 2022

About The Buffalo History Museum

Founded in 1862, The Buffalo History Museum is committed to welcoming and ensuring that all guests experience a mutual learning experience about our collective history, sparking a personal connection to our unique community. As a trusted safekeeper of our region's historic treasures, the Museum team feels a deep sense of responsibility to ensuring everyone has access to those treasures and they are preserved for generations to come.

The Museum, located at 1 Museum Court in Buffalo, New York, is a National Historic Landmark designed by Buffalo architect George Cary. Originally known as the New York State Building, the structure served as the hostess for the 1901 Pan-American Exposition and was intended to remain the permanent home for local history. We view this building as our largest artifact and a wonderful tool to achieve our mission: experiencing history with you.

Catering at The Buffalo History Museum

We want to partner with an established catering company to provide quality food and beverage services for private and public events. The Museum is a sought-after rental venue for private and corporate functions. In past years (pre-pandemic), the institution hosted approximately 35 catered rentals annually, but we strongly believe with the right partner and increased marketing we could easily see higher usage and income from our rentals. In addition, The Museum completed a \$4 million renovation of the Penfold Portico Gallery in late 2021, thereby adding an entirely new flexible-use, signature space to its offerings.

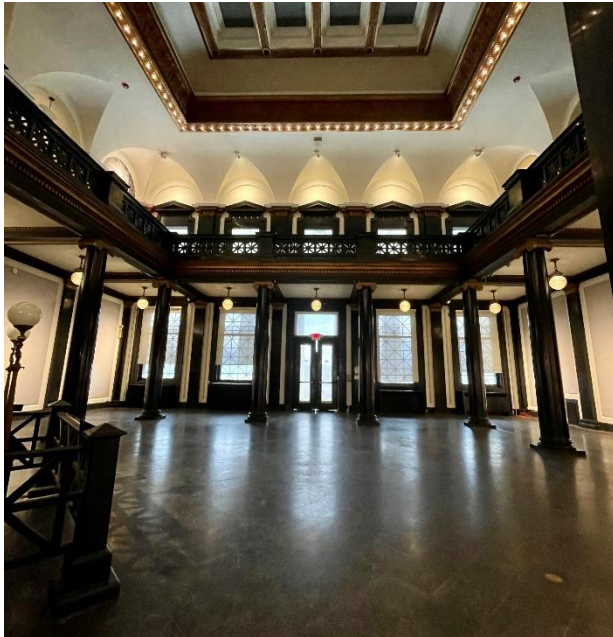
Representative events include wedding receptions, corporate meetings, luncheons, fundraisers, cocktail parties, showers, exhibit openings, and fundraisers. Throughout the year, The Museum hosts its own receptions and special events where food service is required.

Project Vision

Community engagement is at the heart of The Buffalo History Museum's mission. Our building is a place to gather, connect, and experience history together. The Museum is both a recognized architectural treasure and a memorable space for our guests. By maximizing the use of our spaces and making rentals accessible to all, we look forward to building new relationships with the community.

Rental Spaces

State Court



Size: 1,900 square feet

Capacity: Seated ~100-120 / Standing reception ~200

Description: A large, soaring, two-story atrium well-lit by four large windows. Black marble throughout, including eight columns supporting the mezzanine above. This stately event space has a set of double doors that lead directly into the auditorium. Lakeside doors lead out onto the marble portico with its unrivalled views of Delaware Park and Hoyt Lake.

Rental Use: The State Court can be filled with tables for a large dinner or used as a wedding reception area with dance floor is used as. It is also an ideal reception area for before/after auditorium events, performances, or ceremonies.

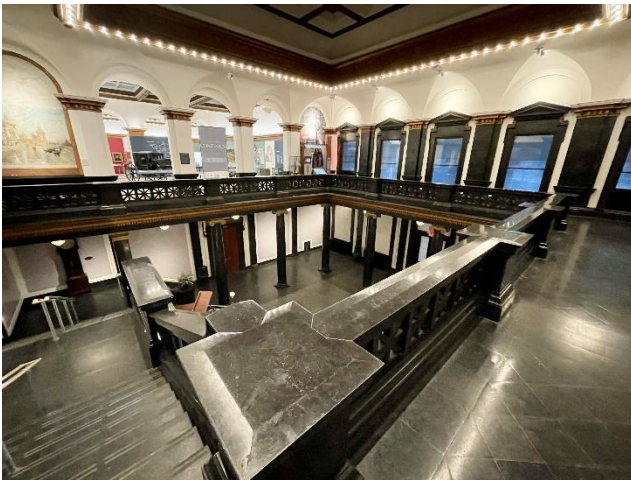
Portico



Description: As you step outside the State Court, you are greeted by the contrasting white marble of the Portico. Modeled after the Parthenon, the ten marble columns and roof provide a covered area that can serve as an extension of the State Court. The stairs lead down to another level with an outdoor bronze statue of Abraham Lincoln, where bistro tables can be placed, and then on to the matching grassy terraces on either side of the building, which are framed by a marble retaining wall. The Portico's stately architecture and park views make it a major selling point for rentals.

Rental Use: The space is often used as a cocktail reception area with a bar on one side and bistro tables on both levels.

Mezzanine



Capacity: 80 seated at six-foot rounds

Description: The second-floor mezzanine features wide, open halls overlooking the State Court. Exhibits surround the guests, and this area features five windows that face Delaware Park and overlook the Portico.

Rental use: The Mezzanine is most often used for seating guests for dinner during large events.

Auditorium



Size: 2,906 square feet

Capacity: 200 auditorium-style seating

Description: Auditorium with flexible seating. The room has audio/visual equipment ideal for lectures, panel discussions, and musical performances.

Rental Use: The space can be used for corporate meetings, awards presentations, lectures, and even as a separate prep area for groomsmen before a wedding. We can also set up tables in the front of the room for small lunch meetings or retreats.

Board Room



Size: 440 square feet

Capacity: 10 seated at main table

Description: The Board Room seats 10 at a large table. Its cozy wood paneling and fireplace create a distinguished yet comfortable meeting location.

Rental Use: The Board Room can be used for meetings and small lunches, but also as a staging area for a bridal party.

Penfold Portico Gallery



Size: 4,400 square feet

Capacity: ~80-100 seated at six-foot rounds; 94 comfortably seated for wedding ceremony

Description: This space was newly renovated in 2021 to the original architectural vision. The previously inaccessible gallery is now a feature rental space within the building. As you descend to the lower level, the space opens up brightly with a series of original columns. The gallery then leads down a series of steps to a rotunda opening onto a park side entrance which once served as a grand entryway to the 1901 Pan-American Exposition. Skylights, doors with large glass panels, and light-colored walls make the space bright and welcoming.

Rental Use: We have not used this space yet for many events, but there are many possibilities, especially with its easy walking access to the grassy terraces on either side of the building. The space can be used for dinners or standing receptions.

Outdoor Terraces



Description: Matching grassy terraces are located on either side of the Portico and surrounded by marble retaining walls.

Rental Use: Larger parties and those wanting a covered outdoor experience to host dinners, cocktail parties, or dance floors can put up tents on these grassy terraces.

Catering Kitchen

The kitchen features a grill, range, convection oven, refrigeration units, prep tables, dish machine, ice machine and coffee maker. This equipment is currently owned and maintained by our exclusive caterer.

Timeline

RFI with press release issued	January 18, 2022
Deadline to confirm that your company will respond to RFI via email	January 28, 2022, at 12:00 p.m.
Walkthrough and Q&A with potential caterers	January 31, 2022, at 10:00 a.m.
Any additional questions need to be submitted	February 4, 2022, at 5:00 p.m.
Deadline to submit written response to RFI via email	February 11, 2022 at 3:00 p.m.
RFP issued to certain qualified candidates from RFI process	February 23, 2022
Any additional questions need to be submitted	March 4, 2022 at 5:00 p.m.
Proposals due	March 14, 2022 at 5:00 p.m.
Interview with finalists	Week of March 21-25, 2022. at time TBD
Caterer(s) chosen and notified	April 1, 2022. by 5:00 p.m.

Project Contact

Desiree Peacock
Administrative Assistant
dpeacock@buffalohistory.org

Catering Requirements

- Maximize the use of all spaces for a wide variety of events and guests.
- The Museum's Master Plan seeks to engage all members of the community, menu options and pricing should reflect this inclusive mission.

- The Buffalo History Museum staff will control the calendar of events; dates will have to be confirmed before booking with a catering client
- Establish joint marketing and advertising campaign.
- The Buffalo History Museum will not provide “day of coordinator.” Caterer will need to manage events independently.
- We currently have a small catering kitchen on site

RFI Response Requirements

Your Information

Name of company, how many years in the catering business, location of headquarters, website address, contact information for person responding to RFI.

Your Approach

Share why and how your company will excel at executing catered events at The Buffalo History Museum and how you will meet each requirement listed above.

Your Work

Describe your cuisine style and prospective menu options for events at our venue.

Your Availability to Share the Venue with Additional Caterers

Are you willing to be part of a multiple caterer format, or would you only be interested in an exclusive relationship?

Your Marketing Strategy

How would you plan to promote The Buffalo History Museum and seek to expand the number of catered events at the Museum?

Revenue Sharing Model

What is your suggested revenue sharing model?

Your Expected Output

Provide an estimated number of events your company will bring in throughout a typical year and projected annual income that would go to the Museum.

Your Experience

Provide examples of venues, events, and party size you have catered that would be similar to events held at The Buffalo History Museum.

Your Team Capacity

Please describe your proposed catering team (sales, event, and kitchen staff) that we would be working with.

Conflict of Interest

Disclose any known or potential conflicts of interest with your firm and The Buffalo History Museum.

Responses must be sent electronically as one PDF attachment to Desiree Peacock by February 11, 2022, at 3:00 p.m.