



EUROPEAN UNION
DELEGATION TO THE UNITED STATES OF AMERICA

Press and Public Diplomacy

Washington
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PPD/YS/TR

Christine Callahan
Ridgewells Catering
5525 Dorsey Lane
Bethesda MD 20816
Phone: 301-652-1515

Subject: Request for offer: Catering services for reception and dinner on 28 April 2015 at EU Ambassador's Residence; (PPD-PI-004-2015)

Dear Ms. Callahan,

Ridgewells Catering is invited to submit an offer for catering services for a reception and small seated dinner at the Residence of the EU Ambassador to the US, David O'Sullivan, on the evening of 28 April 2015.

The reception for approximately 60 people precedes the 4th annual symposium on the EU's Common Security and Defence Policy (CSDP).

Senior EU and U.S. civilian and military leaders will be in attendance, along with a broad spectrum of interlocutors in the U.S. Administration, Congress, media, and academia.

Details of the request

Reception:

Venue: Residence of the EU Ambassador to the United States
Timing: 6:00PM – 7:00PM
Guests: 60

Drinks:

Genuine French champagne in addition to European wine (red and white wine), European beer, soft drinks, and sparkling water to be served from a bar. A small selection of drinks should also be available on trays to guests in the foyer when entering.

Food:

Passed hors d'oeuvres

Seated Dinner for 14:

Venue: Residence of the EU Ambassador to the United States
Timing: 8:00PM-10:00PM
Guests: 14

Food:

3 course seated dinner with the menu subject to the Ambassador's approval. Alternative options will need to be available for guests with dietary restrictions once we have a final guest list.

Drinks:

Please have available same drinks as at reception for brief cocktails before dinner and white and/or red European wine to be paired with the menu.

Equipment and Linen Rental:

Glasses, serving trays
1 bar table with white linen

Note: tableware, linens, and coffee will be provided by the Residence for the seated dinner.

Event Staffing (Wait Staff, etc.)**Other:**

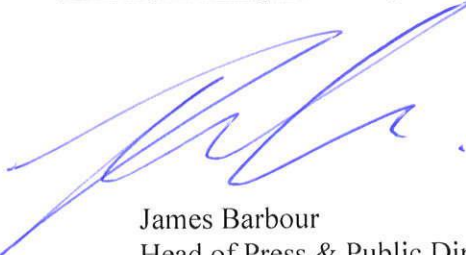
10 sandwich dinners for security and other staff members accompanying a VIP guest

Please note that the Delegation is exempt from taxes. Your price shall be valid for a period of one month from the date of receipt by the Delegation.

We look forward to receiving your proposal no later than 15 April 2015.

Please submit your proposal to Tim Rivera at Timothy.Rivera@eeas.europa.eu.

Yours sincerely,



James Barbour
Head of Press & Public Diplomacy