

**City of Lakewood Request for Proposals for Catering and Concession Services  
The Centre and Monte Verde Park  
Response to RFP Questions**

1. What was each of the last 5 years gross revenue for each location?

**The numbers for 2020 and 2021 are not comparable due to the COVID-19 Pandemic closures.**

**The Centre Concessionaire Food and Beverage Totals**

**2020 - \$49,779.29  
2021 - \$54,173.84  
2022 - \$1,274,269.30  
2023 - \$1,163,363.58  
2024 (through November 2024) - \$1,302,840.70**

**Monte Verde Concessionaire Food and Beverage Totals**

**2020 – N/A  
2021 – N/A  
2022 - \$10,762.21  
2023 - \$7,019.27  
2024 (through November 2024) - \$28,540.04**

2. How many events held at each location in the past five years broken down by the years?

**The numbers for 2020 and 2021 are not comparable due to the COVID-19 Pandemic closures.**

**Centre # of Concessionaire Events**

**2020 - 51  
2021 - 65  
2022 – 271  
2023 – 254  
2024 (up until November 2024) – 262**

**Monte Verde # of Concessionaire Events**

**2020 - 0  
2021 - 0  
2022- 1  
2023 - 2  
2024 (up until November 2024) - 7**

3. How many events are scheduled from July to December 2025 and by location?

**As of December 16, 2024, there are 11 Concessionaire events scheduled from July 2025 – December 2025 at The Centre and 0 Concessionaire events scheduled from July 2025 – December 2025 at Monte Verde.**

4. Is the expectation to have someone full time at the office space?

**Yes, the office space is expected to be staffed full time.**

5. Is there any type of events that are not allowed at the venues? Or any additional requirements to any particular type of event? ie; security, valet, parking attendants etc.

**The Centre and Monte Verde typically host events such as weddings, anniversaries, birthdays, baby showers, bridal showers, church/religious events, memorial services, fundraisers, volunteer/non-profit events, reunions, school events/dances, corporate meetings, trainings, conferences, recitals, etc. Any other type of event will need city approval. We do require security for events with alcohol. We do not allow valet parking or parking attendants.**

6. It's not clear on how the venue booking arrangements are. Do you handle all reservations or does the Concessionaire handle and collect fees, which are then paid back to the City? If you can clarify, as these locations have booking restrictions/available dates.

**The Concessionaire handles the bookings and collects fees then a percentage is paid back to the city each month.**

7. Do any of the City or City Sponsored events get special rates or special deals, besides the 10% non-profit discount? And we pay the percentage just like any other event?

**Yes, there are special rates worked out between the City and Concessionaire regarding City/City Sponsored events and the Concessionaire would pay the percentage to the city just like the other events.**