



RFP: Event Venue

MPI Ottawa's Volunteer Appreciation Event

Released February 2026 | Proposals due March 13th, 2026

Submit questions and proposals to admin@mpiottawa.ca

ABOUT THIS RFP

MPI Ottawa Chapter is seeking a proposal for a four-hour boat cruise experience with onboard catering for our 2026 Volunteer Appreciation Event Dinner, to be held on Thursday, June 11, 2026 or Thursday, June 18, 2026. This event is designed to recognize and celebrate the contributions of our dedicated volunteers in a casual, enjoyable atmosphere as we kick off the summer season. It also provides an opportunity for you to showcase your catering and boat event offerings to an audience of Meeting Planners and Hospitality Suppliers.

WHY THIS MATTERS

Meeting Professionals International ([MPI Ottawa Chapter](#)), established in 1984, empowers 200+ members to drive business growth and professional development. Our community hosts 10 events per year, including education workshops, networking dinners, an awards gala, and the renowned Charity Auction & Dinner.

TENDER PROCESS

- Open to both MPI members and non-members.
- RFPs are emailed to MPI members and posted on the Chapter website.
- Board/committee members must disclose conflicts of interest and recuse themselves from discussions if applicable.
- Proposals will be acknowledged upon receipt and reviewed by Event Directors, who will provide recommendations based on the selection process.
- Unsuccessful bidders will be notified by email.

EVENT DETAILS

- Budget: 80\$ per person (INC. grats) for food and beverage (including dinner, dessert and 1 alcoholic or non-alcoholic beverage).
- Event timing: 3pm-7pm
- Attendance: 50-80 people

VENUE REQUIREMENTS

Details / Requirements could include the following:

- Ottawa Boat Cruise with on-site catering BBQ or casual dinner OR ability to accommodate external catering.
- DJ Services
- Indoor Space Available: Must have an air-conditioned indoor space available in case of inclement weather.
- Accessibility: Venue must be accessible and compliant with accessibility regulations.
- Parking & Transportation: Adequate parking facilities and proximity to public transport options

AV REQUIREMENTS

- AV Requirements: Access to a screen and or projectors to display looping sponsor logos
- Access to a portable microphone and speaker system

EVALUATION CRITERIA

Please see MPI Ottawa's [Selection Process details here.](#)

VENUE BENEFITS

Visit our [sponsorship prospectus](#) to see all the benefits of being a Venue In-Kind sponsor!

Make your mark on one of the most prestigious networking and fundraising events in Ottawa. Submit your proposal and seize the opportunity to connect with key industry professionals with immense buying power.

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Released February , 2026 | Proposals due March 6th, 2026

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