



REQUEST FOR PROPOSAL

Event: GHRA HOLIDAY SOCIAL
Date: Tuesday, December 15, 2026
Time: 6:00 P.M. - 9:00 P.M.

The Guam Hotel & Restaurant Association is seeking proposals from qualified members to host its 2025 Holiday Social.

SPECIFICATIONS:

Proposed Program:

6:00 p.m. to 7:00 p.m.	Registration
7:00 p.m. to 7:15 p.m.	Welcome Remarks
6:00 p.m. to 9:00 p.m.	Cocktails/ Entertainment

Price Per Person:

- GHRA will pay no more than **\$37.00 net** (inclusive of food, beverage/corkage fees, room rental, and service charges) per person.

No. of Guests:

- Estimate 150 guests

Food/Beverage:

- GHRA requires Cocktail menu/set-up
- GHRA requires water, tea and coffee as beverages
- Bar set up: GHRA will solicit multiple distributors as beverage sponsors for the event. In accordance with ABC law, all donations will be invoiced to the host venue at a minimal cost (i.e. \$1/btl) and served by the venue's staff. The venue may add those charges to GHRA's final billing. All remaining alcohol will be either picked up by the distributors or GHRA staff the day after the event.

Other Requirements:

- GHRA requires two long tables at reception and one long table at the stage for raffle prizes each with two chairs.
- GHRA requires a small area for live band performance with audio system capability.
- GHRA requires a projector and screen.

RESPONSES TO THIS REQUEST FOR PROPOSAL SHOULD INCLUDE THE FOLLOWING:

1. Description of cocktail menu to be served.
2. Bar set-up/staff to man up to 3 bars.
3. Seating capacity, based on noted requirements - (cocktail tables and some lounge areas).
4. Agreement to provide small area for live band performance with audio system capability.
5. Agreement to provide three long tables (please include linen and chair cover color options).
6. Agreement to provide projector and screen.

RESPONSES SHOULD BE SUBMITTED AND RECEIVED NO LATER THAN THURSDAY, JANUARY 15, 2026,
BY END OF BUSINESS DAY, TO:

ATTN: Katee Arceo
GUAM HOTEL & RESTAURANT ASSOCIATION
962 PALE SAN VITORES RD. STE. 202 GU 96913
Tel: (671) 489-3773 • E-Mail: projects@ghra.org

GHRA reserves the right to accept or reject any proposals submitted at its discretion. For further information, please contact Katee Arceo via telephone (671) 489-3773 or email projects@ghra.org.