

**REQUEST FOR QUALIFICATIONS
PREFERRED VENDOR LIST
For
Venue 1921 at East Ridge
East Ridge, Tennessee**



**1517 Tombras Avenue
East Ridge, Tennessee 37412
sskiles@eastridgetn.gov
423-260-9190**

ISSUE DATE: October 26, 2025

RESPONSE DEADLINE: November 20, 2025

I. PURPOSE

The City of East Ridge, Tennessee (the “City”) is seeking Requests for Qualifications (RFQ) from experienced vendors across a variety of event service categories to be considered for inclusion on the **Preferred Vendor List for Venue 1921 at East Ridge**, a premier municipal event space.

The purpose of this RFQ is to identify qualified vendors who demonstrate excellence in service delivery, professionalism, and compliance with applicable regulations. Selected vendors will be eligible to provide services for a wide range of public and private events hosted at Venue 1921, including weddings, corporate functions, and community celebrations.

II. INTRODUCTION AND BACKGROUND INFORMATION

Venue 1921 at East Ridge is a newly developed, 12,000-square-foot multipurpose event facility located in the heart of East Ridge, Tennessee. Designed to accommodate both public and private gatherings, the venue features a flexible open floor plan with 7,000 square feet of indoor space that can seat up to 500 guests. In addition to the main hall, Venue 1921 offers a 1,700-square-foot open-air patio and 5,000 square feet of green space, providing versatile options for outdoor events and activities. The City of East Ridge is committed to building a diverse and professional network of vendors to support the success of events hosted at this premier location.

III. SCOPE OF SERVICES

Vendors selected for the Preferred Vendor List will be expected to provide services in one or more of the following categories:

- **Food Services**
Catering companies, bakeries, dessert specialists, wedding cake designers, and providers of specialty sweets.
- **Licensed Bar Services & Staffing**
Bartending services with valid licensing and insurance, capable of delivering professional beverage service for events of all sizes.
- **Floral & Décor**
Florists, event designers, décor rental companies, and specialty artists (e.g., balloon installations) who bring creativity and elegance to events.

- **Event Planning & Coordination**

Wedding planners, corporate event coordinators, and day-of specialists with proven experience in seamless event execution.

- **Lighting & AV**

Event production professionals offering lighting, sound, and audiovisual services to enhance ambiance and guest experience.

- **Rentals**

Providers of linens, décor, specialty furniture, tents, staging, and dance floors to support diverse event needs for gatherings to seat up to 500 people.

- **Photography & Videography**

Photographers, videographers, drone operators, and photo booth companies with a strong portfolio of event coverage.

IV. MINIMUM REQUESTED QUALIFICATIONS

To be considered for inclusion on the Preferred Vendor List, vendors must meet the following minimum qualifications:

1. Minimum of two (2) years of professional experience in the relevant category.
2. Demonstrated success with events of various sizes and types.
3. Valid business license, insurance, and any applicable certifications.
4. Portfolio of work, sample pricing, and client references.
5. Ability to collaborate effectively with Venue 1921 staff to ensure smooth event execution.
6. Description of similar projects/events completed within the last 5 years. Include Client contact information (name, phone, and email).
7. Any additional information deemed necessary to demonstrate the vendor's qualifications and capacity to deliver high-quality services.

V. EVALUATION OF REQUESTS FOR QUALIFICATIONS

Submissions will be reviewed by a Selection Committee composed of City staff and representatives from Venue 1921. Evaluation will be based on the following criteria:

- Quality and variety of services offered
 - Professionalism and experience of vendor and staff
 - References and past performance
 - Compliance with safety and regulatory standards
 - Ability to meet the needs of diverse events and clientele
 - Examples of services in nature and include social media information
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VI. SUBMITTAL INSTRUCTIONS

Interested vendors must submit:

- Three (3) printed copies and one (1) electronic copy of their Letter of Interest and Qualifications Package

Submittals must be signed by an authorized representative of the vendor and delivered by mail or in person during City Hall business hours.

Deadline for Submission:

2:30 PM EDT, Wednesday, November 20, 2025

Delivery Address:

Jennifer Deitrick, City Clerk
City of East Ridge
1517 Tombras Avenue
East Ridge, TN 37412

All vendors will be notified once the selection process is complete. For questions or additional information, please contact Event Manager Tara Viland directly at 423-883-7231 or tviland@eastridgetn.gov.