

GREEN-WOOD

The Green-Wood Cemetery

Request for Proposals for a Pre-Packaged Food Vendor for the Green-House

Background:

Founded in 1838, The Green-Wood Cemetery is a 478-acre green space and National Historic Landmark located in Sunset Park, Brooklyn. As an active cemetery, Green-Wood's serene landscape is open to the public year-round for casual visits as well as a robust slate of public programs.

Now, The Green-Wood Cemetery is growing! In the spring of 2026, Green-Wood will open the doors of the Green-House, a new center for visitor orientation, exhibitions, and programming located just across the street from the Cemetery's Main Entrance at 25th Street and Fifth Avenue. It combines the beautifully restored Victorian 1895 Weir Greenhouse, now known as the Atrium, with new construction including two exhibition galleries. The Green-House will welcome visitors to Green-Wood and provide a place for them to learn more about our beautiful and historic cemetery.

Overview:

In conjunction with the opening of the Green-House, Green-Wood seeks a food vendor to provide approved light snacks and beverages to sell in a mobile retail unit (which Green-Wood will purchase) in the historic Atrium. To build increased foot traffic from both the community and visitors to the Cemetery, we seek offerings that will enhance the visitor experience of the new space.

Green-Wood is looking for pre-prepared, shelf-stable, and packaged items, such as canned or bottled beverages, packaged snacks, light lunches, and pastries. The inventory must fit within a limited space and not require health department or other permitting. Food must not require on-site preparation, refrigeration, or heating, and cannot include alcoholic beverages.

Details and Terms:

The Green-House will be open to the public Thursdays through Mondays, from 10am to 6pm, with an early closure of 4pm on weekend days when private events are taking place. The selected pre-packaged food vendor will be required to operate with on-site stock for a minimum of four Saturdays per month during public hours, as well as additional dates as needed for pop-up events, with advance notice provided. Additional days may be available upon request to Green-Wood.

The pre-packaged food vendor is responsible for staffing the mobile retail unit and providing all sales transaction equipment, including a point-of-sale system. The vendor must also maintain the retail area in a clean, safe, and visually appropriate manner, and remove all waste and unsold inventory at the conclusion of each sales day unless otherwise agreed.

As this is a new venture, the initial agreement term will be six (6) months from the date of signing, with the possibility of renewal by mutual agreement.

In exchange for providing retail space, brand exposure, and exclusivity, the selected vendor will pay Green-Wood a venue fee equal to 10% of gross monthly sales, payable monthly with accompanying sales reports. The selected vendor will be responsible for charging, collecting, and remitting all applicable New York State and City sales taxes under their own sales tax authority.

Local businesses, especially those with a connection to Green-Wood are strongly encouraged to apply. Attendance at the Proposer Tour and Q&A is highly recommended, and an **RSVP is required if you plan to attend**. RSVP to stacylocke@green-wood.com.

Important Dates:

February 26, 2026: Tour of the Green-House and Q&A session with Green-Wood staff.

March 5, 2026: Proposals due.

March 20, 2026: Green-Wood selects pre-packaged food vendor for the Green-House.

April 3, 2026: Agreement between food vendor and Green-Wood executed.

April 18–19, 2026: Food vendor begins retail sales in the Green-House (Opening Weekend).

Proposal Requirements:

Interested vendors should submit a proposal that includes the following:

1. Company Overview

- a. Brief description of your business, including years in operation and relevant experience.
- b. Business location and any connection to Green-Wood or the surrounding community (if applicable).

2. Proposed Products

- a. A list of proposed items for sale (e.g., packaged snacks, baked goods, light lunches, canned or bottled beverages).
- b. Proposed retail prices for each item.
- c. Photographs of products, packaging, and/or links to a portfolio or website. Samples may be requested at a later stage.

3. Product Handling and Compliance

- a. Confirmation that all items are pre-prepared, shelf-stable, and do not require on-site preparation, refrigeration, or heating.
- b. Confirmation that products do not require health department permitting and do not include alcoholic beverages.

4. Operations and Staffing

- a. Proposed staffing plan for required sales days.
- b. Description of point-of-sale system and accepted payment methods.
- c. Experience operating pop-up or mobile retail units (if applicable).

5. Reporting and Financials

- a. Confirmation of ability to provide monthly sales reports and remit the required venue fee.

6. Additional Information

- a. Any additional information you believe would be helpful in evaluating your proposal.