



## **Expressions of Interest (EOI) Invited: Café Concession Lease for a newly constructed Café/Pavilion at the Horley Recreation Ground**

### **1. Introduction**

Horley Town Council invites interested parties to express an interest for the opportunity to operate a Café Concession Lease for a newly constructed Café/Pavilion at Horley Recreation Ground, Brighton Road, Horley RH6 7HT. The building is expected to be ready for operation later this year. We are looking for a tenant to provide an innovative and exciting catering experience for all visitors to our busy Recreation Ground.

### **2. General**

The Horley Recreation Ground is owned and managed by Horley Town Council for the benefit of all its users.

The new Pavilion is expected to be built and will be ready for occupation later this year. The proposed building (plans attached) allows for approx. 30 covers with additional seating outside. A footpath will be created for ease of access from the central playground. The existing car park will also be extended allowing for 40 car spaces in total.

Our intention is to award this Lease for a period of ten years with a break clause available within the lease after Year 5. Bidders are invited to submit their proposals of rent plus a percentage of gross takings to be agreed.

The catering area of the Pavilion will be a 'bare shell' with mains electricity and water connections only. There will be no fittings provided. The successful applicant will be expected to provide and finance its own fit-out completely specific to their particular aims and needs. A Building Control submission must be undertaken by the successful applicant upon taking occupation with evidence provided that the fit-out/ventilation system etc complies fully with the Building Regulations, which must be demonstrated prior to opening to the public.

### **3. Related requirements**

In addition to the terms of the Lease, the Café Lessee will be responsible for the cleaning arrangements for both the café and toilets.

Utilities (water, electricity) and rates will be the responsibility of the Lessee.

Any additional internal and external fittings or furnishings must be agreed in advance with Horley Town Council.

#### **4. Customer potential**

The Recreation Ground is well utilised with dog walkers, parents, picnic takers etc. It is naturally busier in the better weather, although it is used both throughout the day and early evenings.

##### **Facilities on site:**

- Tennis Courts, Children's Playground, Skatepark
- Extended car parking and public toilets inside café

#### **5. Information Sought**

Parties submitting an Expression of Interest (EOI) must provide in writing information on the required points as aforementioned. Where it states at a later stage that should your submission be successful for further consideration, the following information will be necessary:

##### **Track record (required)**

Evidence of successful operation of a commercially sound and successful food business, preferably in the local area.

##### **Financial information**

Evidence of the financial capability to finance and operate a commercially sound operation including an ability to fund any equipment required.

##### **Services to be provided (required)**

Clearly state the type of food and beverages and other foodstuffs that will be offered for sale.

Please indicate your proposed hours of operation, as a café operator.

##### **Business Plan (required)**

to include Plan, Projections, Finances & Timescales for Year 1 (and preferred length of tenure).

##### **Set up time to operate (required)**

Please provide the Town Council with an estimate of time (in business days) that it will take for you to set up and commence operation as a functioning café.

##### **Food hygiene qualifications and certification (required)**

##### **Referees (at later stage) (required)**

Evidence (in the case of an individual) of either UK citizenship or the requisite permits to work in the UK.

## 6. The Process

### **Expressions of Interest must be received before the Closing Date of 15 March 2019**

On receipt of all Expressions of Interest, the Council will undertake due diligence on each application and entirely at the Council's sole and absolute discretion may enter into negotiations with any party which has submitted an EOI.

There shall be no requirement for Council to negotiate with nor accept any offer received.

Please note the anticipated start date of the Café/Pavilion opening is late Autumn 2019.

Decisions will be made by Full Council.

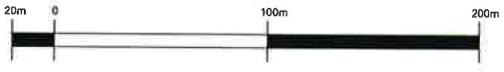
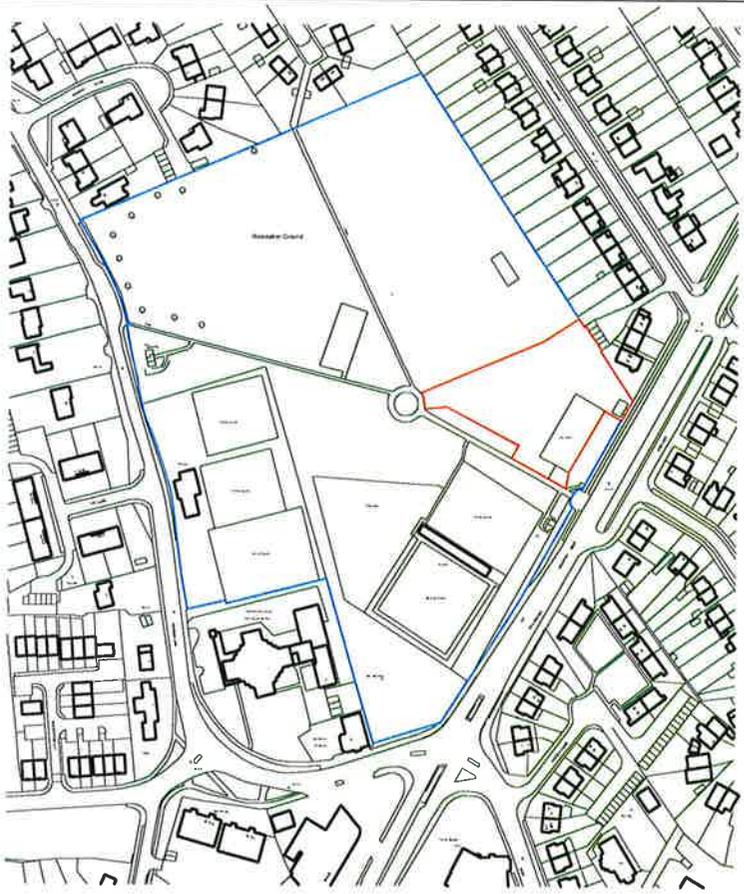
**Expressions of interest should be addressed to:**

**Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ**

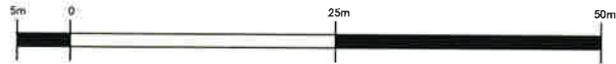
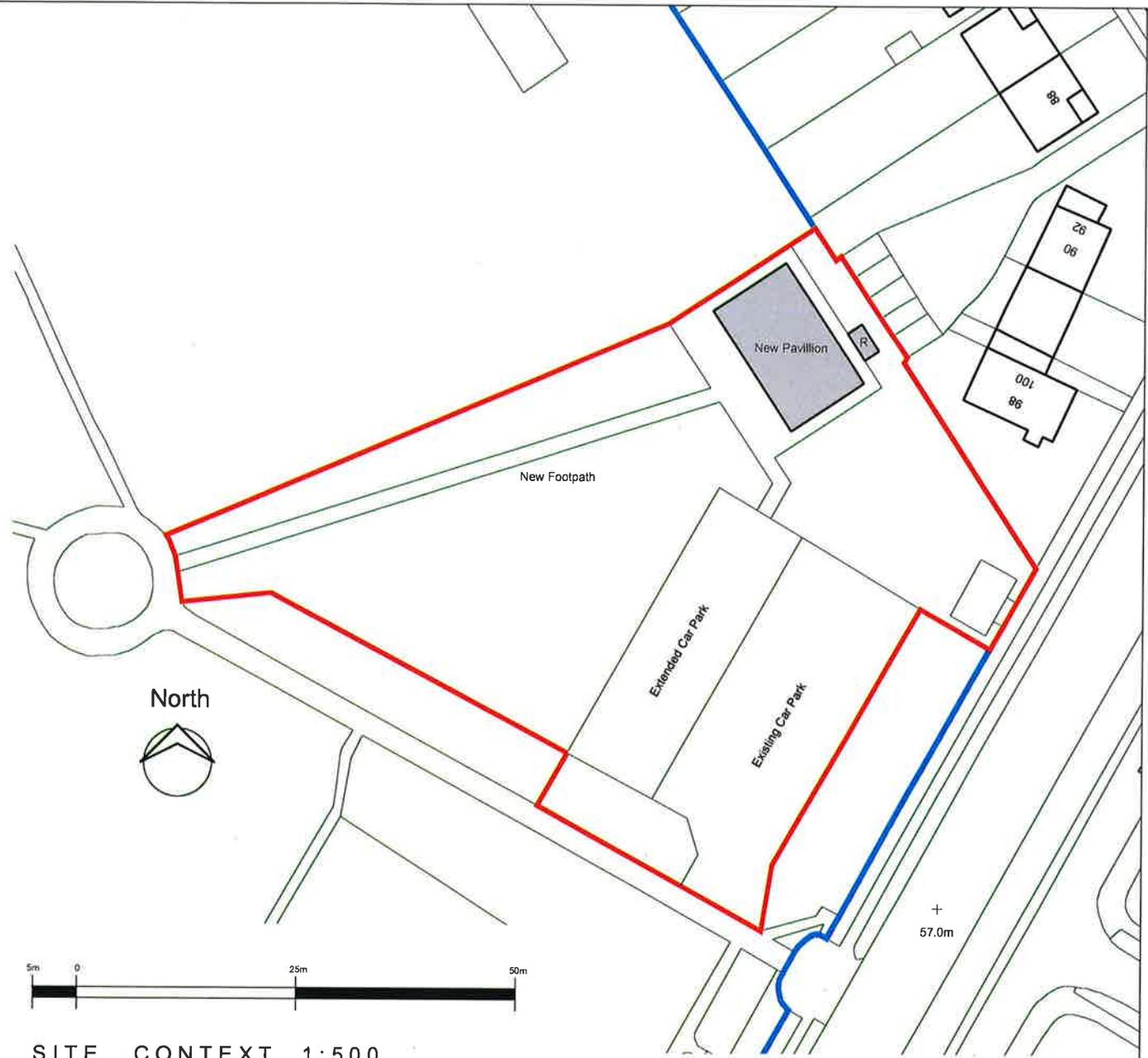
or email: [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com)

**Horley Town Council**

**February 2019**



LOCATION PLAN 1:2500



SITE CONTEXT 1:500

NOTES:

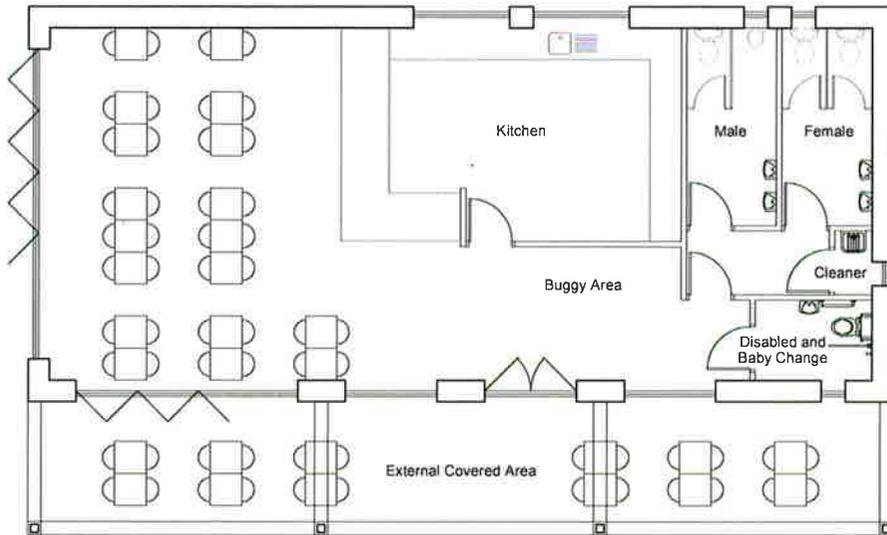
- Report all discrepancies, errors and omissions
- Do not scale from this drawing
- Verify all dimensions on site before commencing any work or preparing shop drawings
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- For all specialist work, see relevant drawings

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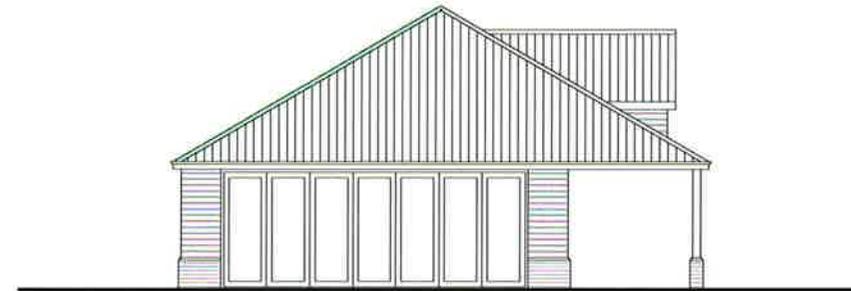
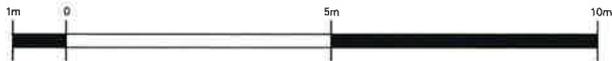
<b>CopelandYussuf</b>	Copeland Yussuf LLP The Garden Cottages, 217 Oakdene Road, Orpington, Kent BR5 2AR T: 01689 872 685 F: 01689 872 685 E: general@copelandyussuf.com copelandyussuf.com		Chartered Building Surveyors ✓ Project Managers ✓ Quantity Surveyors ✓ CDM Co-ordinators ✓	
	Horley Town Council Location Plan and Proposed Context		Pavilion Cafe, Horley JUN 17    SHOWN AS    AA    EMB	
			190 002   SKA   B	



Proposed Front Elevation



Proposed Ground Floor



Proposed Side Elevation

Materials Schedule

Walls - Stock brickwork plinth, with Marley Elermit cedar weatherboard above.

Windows and Doors - Double glazed aluminium windows and doors.

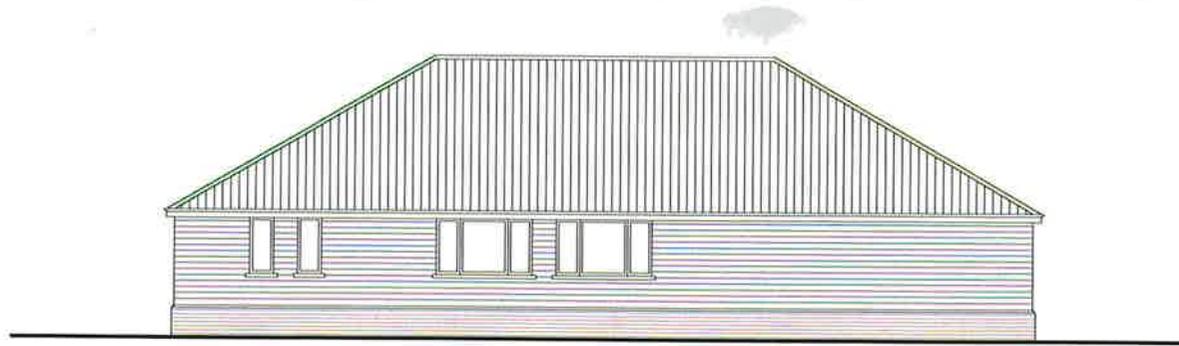
Roofs - Plain roof tile. Metal fascia soffit and rainwater goods.

NOTES:

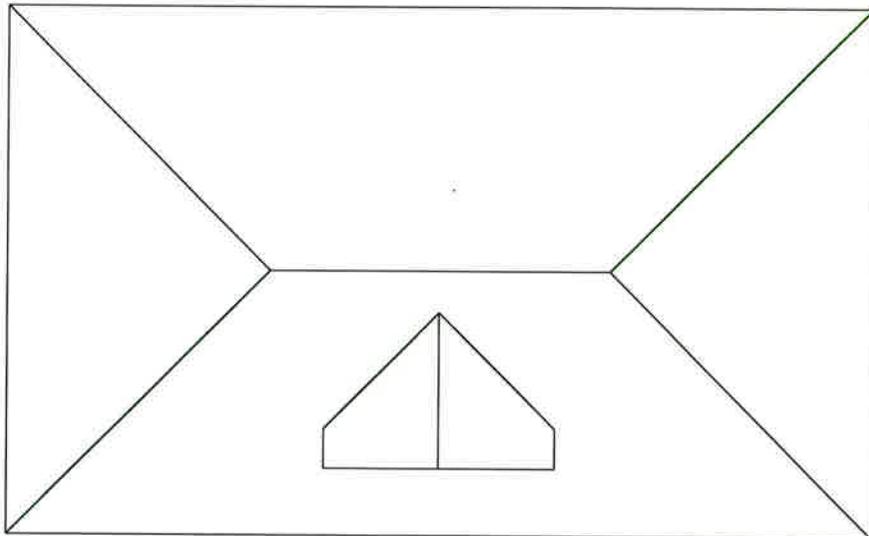
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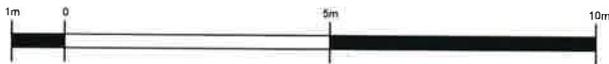
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	PROJECT: Horley Town Council TITLE: GA Plan and Elevations	PROJECT: Pavilion Cafe, Horley DATE: JUN 17 SCALE: 1:100 @A3 DRAWING NO: AA SHEET NO: 190 002 SKB   A



Proposed Rear Elevation



Proposed Roof



Proposed Side Elevation

**Materials Schedule**

Walls - Stock brickwork plinth, with Marley Eternit cedar weatherboard above.

Windows and Doors - Double glazed aluminium windows and doors.

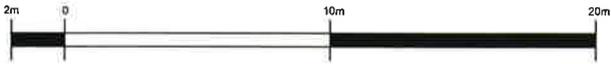
Roofs - Plain roof tile. Metal fascia soffit and rainwater goods.

**NOTES**

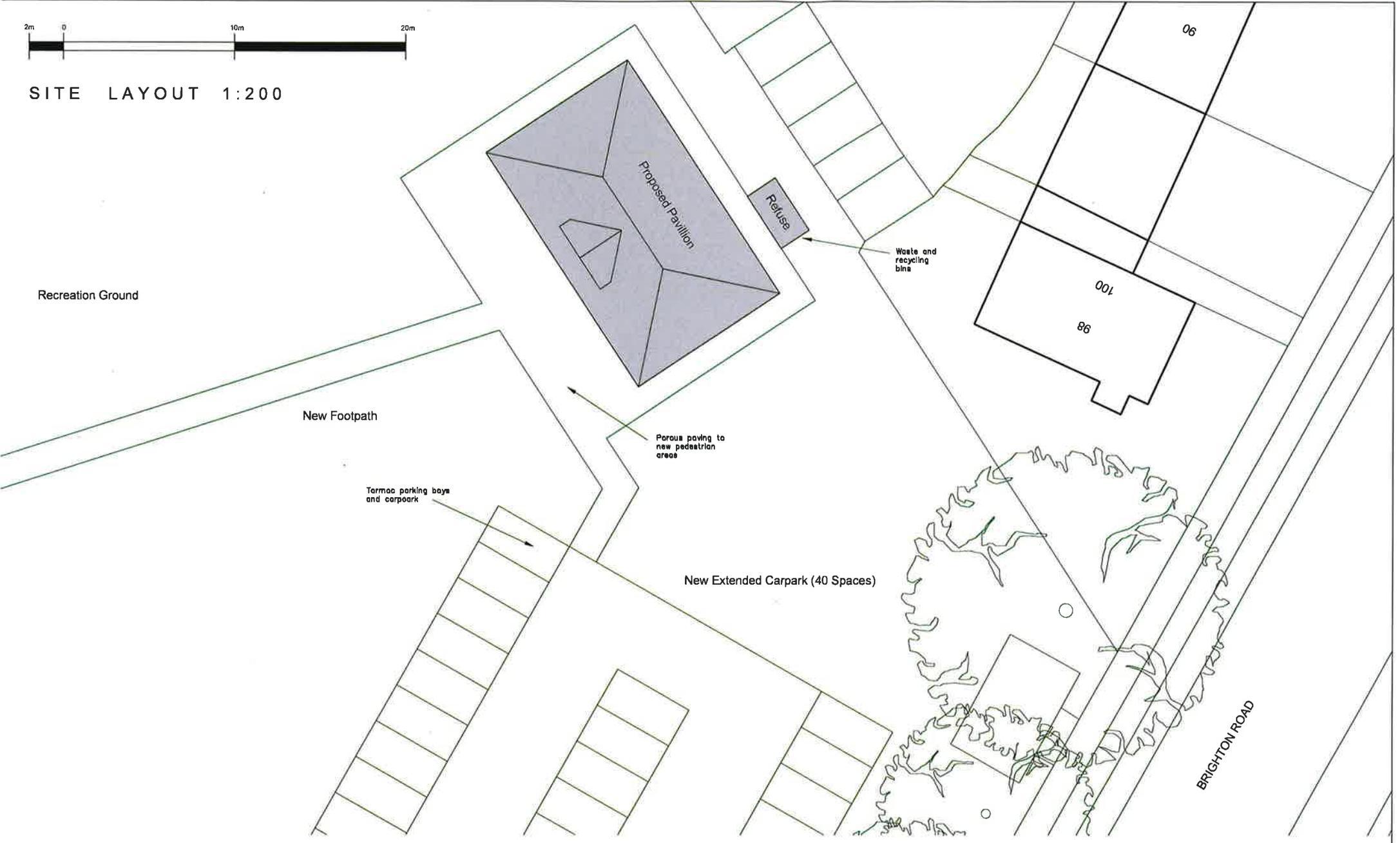
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	CLIENT <b>Horley Town Council</b>	PROJECT <b>Pavilion Cafe, Horley</b>		DATE <b>JUN 17</b>
DRAWING NO <b>GA Plan and Elevations</b>		REGION <b>AA</b>	SHEET <b>190 002 SKC</b>	OF <b>A</b>



**SITE LAYOUT 1:200**



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CLIENT	Horley Town Council	PROJECT	Pavilion Cafe, Horley
TITLE	Proposed Site Layout	DATE	SEP 17
		SCALE	1:200
		BY	AA
		CHKD	AA
		DRAWING NO <b>190 002   SKD</b>	