

Annex A

CORPORATE AND SPECIAL EVENT CATERING AT PORTSMOUTH AND GOSPORT SITE

TENDER SPECIFICATION / SCOPE OF REQUIREMENT

Lot 1: Portsmouth and Gosport Sites: HMS WARRIOR, HMS VICTORY, Action Stations, Galleries, Explosion Museum, Gosport and Submarine Museum, Gosport. All events catering and additional services (drinks receptions and pop up bars)

Lot 2: Portsmouth site, HMS WARRIOR, HMS VICTORY, Action Stations, Galleries. All events catering and additional services (drinks receptions and pop up bars)

Lot 3: Gosport site: Explosion Museum and Submarine museum. All catering and additional services (drinks receptions and pop up bars)

Lot 4: Portsmouth & Gosport sites: HMS WARRIOR, HMS VICTORY, Action Stations, Galleries, Explosion Museum, Gosport and Submarine Museum, Gosport. Cold catering (cold finger buffets, canapes, afternoon tea, platters, refreshments) and additional services (drinks receptions, pop up bars).

Lot 5: Portsmouth & Gosport sites: HMS WARRIOR, HMS VICTORY, Action Stations, Galleries, Explosion Museum, Gosport and Submarine Museum, Gosport. Hot catering (Hot fork buffets, hot sit-down menus for fine dining experiences, corporate events and special events) and additional services (drinks receptions and pop up bars)

The contract will commence on 03/04/23 for a period of 3 years (with quarterly reviews) with the option to extend for a further year. Subject to the service providers performance and the sole discretion of NMRN. The framework agreement will also encompass a code of conduct, which will be made available to shortlisted candidates during the presentation phase of the process.

Reference: NMRN/EVEN/CAT/23

Feb 2023

1. Introduction

The National Museum of the Royal Navy ("the NMRN") was established in 2008 as a charitable company and the holding company of the National Museum of the Royal Navy Group. The National Museum of the Royal Navy is also a Non-Departmental Public body, sponsored by the Ministry of Defence, and as such is required to comply with the HM Treasury financial reporting requirements. The Group includes sites across the UK, including;

The National Museum of the Royal Navy Galleries and Collections, the Fleet Air Arm Museum (FAAM), the Royal Navy Submarine Museum with HMS Alliance, Explosion! The Museum of Naval Firepower including Coastal Forces, the future Royal Marines Museum, HMS Victory, HMS Caroline (Belfast, Northern Ireland), HMS M33, HMS Warrior and NMRN Hartlepool (including HMS Trincomalee). We also operate a heritage site in HMNB Devonport, Plymouth.

Within Portsmouth Historic Dockyard, NMRN operates Action Stations, HMS Warrior, HMS Victory, HMS M33 and The Royal Navy Galleries. Within Gosport we operate Explosion! The Museum of Naval firepower including coastal forces and the royal Navy submarine Museum. NMRN's Mission is *inspiring enjoyment and engagement with the continuing history and modern role of the Royal Navy and the Royal Navy's impact on shaping both our nation and the modern world.* NMRN's vision is *To be the worlds most inspiring Naval Museum, linking nation to Navy.*

1.1. Vision for venue hire at Portsmouth and Gosport sites NMRN

NMRN events is currently going through a period of reinvigoration to allow growth within this area of the organisation. In line with our strategic plans, there is an opportunity to grow the business at our Portsmouth and Gosport sites. NMRN will achieve this by investing in infrastructure, especially technology, sales and marketing and investment in the venue hire team. This will enable us to give our clients the best possible offer.

NMRN have recently transitioned to a dry hire venue hire model for corporate and special events spaces with the aspiration of cementing ourselves within the Portsmouth and Hampshire venue market. We aim to ensure a reputation of delivering high quality, enjoyable events, encouraging repeat bookings and in doing so attract a wide spectrum of clients. This will bring financial sustainability for NMRN as an organisation as all profits from venue hire support the organisations charitable objectives.

This tender is for the caterings services and additional services as outlined in the specification to be delivered as part of the NMRN venue hire offer at Portsmouth and Gosport. The venues spaces are outlined below:

HMS WARRIOR 1860:

- Located in Portsmouth Historic Dockyard
- Victorian Iron-clad warship which is a visitor attraction and open to the public.
- Popular venue for weddings, special events, sit down dinners and award ceremonies for up to 240 guests. There is capacity for 400 on the upper deck for drinks receptions. It also has smaller venues within that can cater for intimate dining experiences (6-22) and the officers half deck that can seat up to 60.
- Fully equipped galley onboard with four unox ovens, buffalo 4 ring and falcon kestrel two ring boiling table. Walk in fridge and full dishwasher facilities (located on the lower deck and

accessed via ridged stairs, known as ladders) which need to be considered when bringing any additional equipment and stock onboard

- The venue can be accessed by suppliers during set-up times for weddings (14.30 onwards and evening events after 16.30 onwards).
- The ship has two tidal gangways onto the ship from the jetty, which can be utilised to bring catering equipment on board. Please be aware at high tide the gangways will be steep. It also has uneven flooring in places. Vehicle access is via the military naval base and will require DBS clearance for a permanent security pass. Additional staffing can access via a pedestrian gate within the heritage area.

Venue	Standing capacity	Seating capacity
HMS Warrior		
Wardroom		20
Officers Half Deck	90	60
Main Gun Deck	240	240
Upper deck	400	



*Pictures taken during rewiring work onboard HMS WARRIOR

HMS VICTORY:

- Located in Portsmouth Historic Dockyard
- Admiral Lord Nelson's flagship and the oldest commissioned warship in The Royal Navy
- Popular venue for once in a lifetime, unique dining experiences. We offer high-end Great Cabin dinners which can seat up to 22, in addition to drinks receptions that can accommodate 150 and a lower gun deck dining experience which can seat 100.
- Onboard, there is a basic galley which has fridge/freezer, two hotplates, sink area, prep area, a servery and plenty of additional space adjacent to the kitchen.
- There is access ramps to the lower and upper deck.
- HMS VICTORY is currently going through a period of restoration, with a temporary structure around the vessel. There are low beams within the vessel and lower decks do have limited headroom.

- Vehicle access is via the military naval base and will require DBS clearance for a permanent security pass. Additional staffing can access via a pedestrian gate within the heritage area.

Venue	Standing capacity	Seating capacity
HMS Victory		
Great Cabin	40	22
Hardy's Cabin	25	12
Lower Gun Deck	150	102
Upper Deck	100	



Action Stations:

- Located within Portsmouth Historic Dockyard
- Within Action Stations we have an auditorium that seats 275 people, with the addition of a smaller conferencing suite that seats 100, technology and conferencing facilities and an exhibition area, we are able to facilitate large conferences and have the floorspace to seat 275 at meal times.
- The events space is very adaptable and can be used for private and corporate parties, exhibitions and product launches.
- We have a prep area, fridges and water boilers in situ to facilitate all types of conference catering, from hot fork buffets to afternoon teas. The catering space is located on the 1st floor of Action Stations, fully accessible, with two lifts and a ramp into the building.
- Vehicle access is via the military naval base and will require DBS clearance for a permanent security pass. Additional staffing can access via a pedestrian gate within the heritage area.

Venue	Standing capacity	Seating capacity
Action Stations		
Auditorium		275
Horizon Suite	275	100

NMRN Galleries & Private Hire Venues:

- Located in Portsmouth Historic Dockyard.
- We have several gallery spaces within our Portsmouth site, the largest is The Princess Royal Gallery, which can seat 100 for conferences, private dinners and 150 for a drink's reception. This gallery is located in our Headquarters and boasts panoramic views of the harbour.
- Adjacent to the PRG is a room that can be used for prep kitchen and has plenty of electric sockets for plate warmers etc. we also have a large kitchen area with the use of a dishwasher, hot water boiler and more prep kitchen space.
- In addition to the PRG, within our headquarters, we have Nelson's gallery, with a great view of HMS Victory. This can be used for intimate dinners (30 max) and drinks receptions for max 60.
- The facilities previously mentioned can also be used for events in Nelsons Gallery. Within the building there is a lift for access to the PRG and all kitchen/prep areas, it is an old building with uneven floors.
- Vehicle access is via the military naval base and will require DBS clearance for a permanent security pass. Additional staffing can access via a pedestrian gate within the heritage area.

Venue	Standing capacity	Seating capacity
Galleries		
Princess Royal	160	100
Victory	120	
Nelson	100	40

Gosport sites:

Explosion! Museum of Naval fire power:

- Located within Gosport.
- Explosion! The Museum of Naval fire power explores the world of Naval firepower and munitions work.
- Within Explosion we have a highly adaptable venue space, The Grand Magazine. This is a very popular wedding venue, conference space with associated tech and party/dining hire space. It has the capacity to seat 150 at a formal dinner/wedding or 200 for a drink's reception.
- It has a prep kitchen and the opportunity to further develop the catering spaces available.
- No naked flames within this building.
- There is ample parking and no access issues for this venue.

The Royal Navy Submarine Museum:

- Located within Gosport
- A very unique venue with a backdrop of HMS ALLIANCE, the only remaining second world war era submarine.
- we have a small venue space onboard, ideal for intimate dinners (max 12) in addition to John Fieldhouse building, which is a larger venue and conference space which seats 96 ideal for team away days, AGM's and smaller conferences. Ideal for finger buffets, sandwich platters and afternoon teas.
- Facilities within the museum is a small galley and prep kitchen, equipped with basic kitchen appliances including a two ring Lincat and a buffalo oven and dishwash area.
- Access onboard is via metal staircase and would require some manual handling.
- Ample access and parking.

Venue	Standing capacity	Seating capacity
Gosport		
The Grand Magazine	180	150
John Fieldhouse Building	100	96
HMS Alliance		12

2. Background

NMRN currently run venue hire throughout the year at both sites supporting corporate hire, special events and Royal Navy allocation dinners and are currently going through a period of reinvigoration and investment within our events spaces. NMRN are currently developing current offers in Gosport at The Grand Magazine, especially weddings looking to elevate venue hire to outdoor ceremonies and winter/Christmas weddings. We are involved in up and coming wedding fayres in our current catchment area (within 90 mins of Portsmouth/Gosport) and NMRN are holding our own Wedding showcases Gosport Apr 23, Portsmouth Sept 23. NMRN wish to grow the events and venue hire part of the business and to do this we require a formalised agreement with our suppliers.

NMRN expect our suppliers to:

- adhere to the code of conduct and make it clear in the response to ITT if there are any issues with adherence.
- Commission of 10% to NMRN for all successful catering contracts won by the supplier and 10% commission to caterer for all successful venue hire contracts brought to NMRN by the supplier.
- Marketing support by supplier and NMRN
- Attendance of quarterly and six-monthly review meetings

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Lot 2: Portsmouth site, HMS WARRIOR, HMS VICTORY, Action Stations, Galleries. All events catering and additional services (drinks receptions and pop up bars). Catering across our Portsmouth site, at all venues would require catering for small intimate unique dining experiences, special events catering for example, wedding breakfasts and grazing style evening buffets and conference catering, for example a hot fork buffet or sandwich platters. There will be additional requirements, for example drinks receptions and pop up bars.

Lot 3: Gosport site: Explosion Museum and Submarine museum. All catering and additional services (drinks receptions and pop up bars). Catering across our Gosport sites at all venues would require catering for small intimate unique dining experiences, special events catering for example, wedding breakfasts and grazing style evening buffets and conference catering, for example a hot fork buffet or sandwich platters. There will be additional requirements, for example drinks receptions and pop up bars.

Lot 4: Portsmouth & Gosport sites: HMS WARRIOR, HMS VICTORY, Action Stations, Galleries, Explosion Museum, Gosport and Submarine Museum, Gosport. Cold catering (cold finger buffets, canapes, afternoon tea, platters, refreshments) and additional services (drinks receptions, pop up bars). Catering across both sites for cold catering would be for example, cold canapes, finger buffets and grazing boards for special events, conference catering which cold include breakfast pastries for early meetings and conferences, sandwich platters, afternoon tea and a cold finger buffet. There will be additional requirements, for example drinks receptions, refreshments and pop up bars.

Lot 5: Portsmouth & Gosport sites: HMS WARRIOR, HMS VICTORY, Action Stations, Galleries, Explosion Museum, Gosport and Submarine Museum, Gosport. Hot catering (Hot fork buffets, hot sit-down menus for fine dining experiences, corporate events and special events) and additional services (drinks receptions and pop up bars). Catering across both sites cold include hot canapes, hot fork buffets, sit down 3-5 course dinners, unique dining experiences and hot special events catering, for example hog roasts and Barbeques. Additional requirements will be required, for example, drinks receptions, refreshments and pop up bars.