**THIS IS NOT AN INVITATION TO TENDER**

**ENGAGEMENT EVENT – CAMBRIDGESHIRE COUNTY COUNCIL NEW SHIRE HALL CAFÉ PROVISION**

**Date: 14 May 2021, 1pm – 3pm**

**Location: To be held virtually via Microsoft Teams**

As part of Cambridgeshire County Council’s Cambs 2020 programme, the Council will be moving to a new, purpose-built civic hub in Autumn 2021. This building will include a space for café provision focussing on social value.

The Council are seeking to hold an engagement event for social enterprises, charitable organisations and organisations working with people with additional needs. The event aims to provide an overview of the site and vision for the café provision, an opportunity for the project team to gain a better understanding of what the requirements and expectations of this space would be and will conclude with a Q & A session for you to find out further information about the space and wider site.

Any potential contract that may be awarded following the result of a competitive process is expected to be for an initial period of 12 months. The building provides space for up to 240 desks in addition to meeting spaces throughout the building. New Shire Hall will be a publicly accessible building, therefore when public events are taking place the footfall is likely to increase.

The approximate size of the kitchen space is 12.17 square metres. It should be noted that the space will not be an industrial kitchen and will therefore not allow for cooking on site; only preparation and reheating. There will be a seating area adjacent to the café.

The council is steadfast in its commitment to health and well-being, as well as our environmental impact. Any offer will therefore be expected to;

* Ensure the provision of nutritious and healthy food.
* Demonstrate and realise a clear vision for reducing the impact of the café provision on the environment, though waste reduction, i.e. single use plastics.

The desired outcome is to provide the workforce utilising New Shire Hall with a food and drink provision. Whilst it is anticipated that the primary customers will be Council staff members, as the building will be open to the public there will likely be increased custom from visitors/members of the public when public meetings are taking place.

**Please note that attendance must be booked prior to the event. To book a space (maximum of 2 per organisation) please contact Gemma Neal at** [**howwework@cambridgeshire.gov.uk**](mailto:howwework@cambridgeshire.gov.uk) **by 12pm Thursday 13 May 2021.**