



Expressions of Interest

Jack Silley Pavilion, Stonards Hill Recreation Ground, Epping, CM16 6SP – Café Lease

1 Introduction

This request for expressions of interest (EOI) relates to the operation of a café business at the Jack Silley Pavilion, Stonards Hill Recreation Ground, Epping, CM16 6SP.

2 Jack Silley Pavilion

a) General

The Jack Silley Pavilion and Stonards Hill Recreation Ground on which it sits, were gifted to the people of Epping in 1948 from the Silley family. The land and buildings are owned by Epping Town Council for the benefit of its users.

The Pavilion, which consists of two booking halls; the Essex Room and the Forest Room and football changing rooms and toilets to support our five football pitches, has recently undergone a £250,000 refurbishment and a café extension has been added, which overlooks the main part of the recreation ground.

The café extension has been added to the main building, with its own entrance and servery to be able to be run as a separate concern from the main building, halls and changing rooms. The proposed leased area, being approximately 26.5m² is for food preparation, serving and seating of customers. A paved area has been created to allow for outside seating.

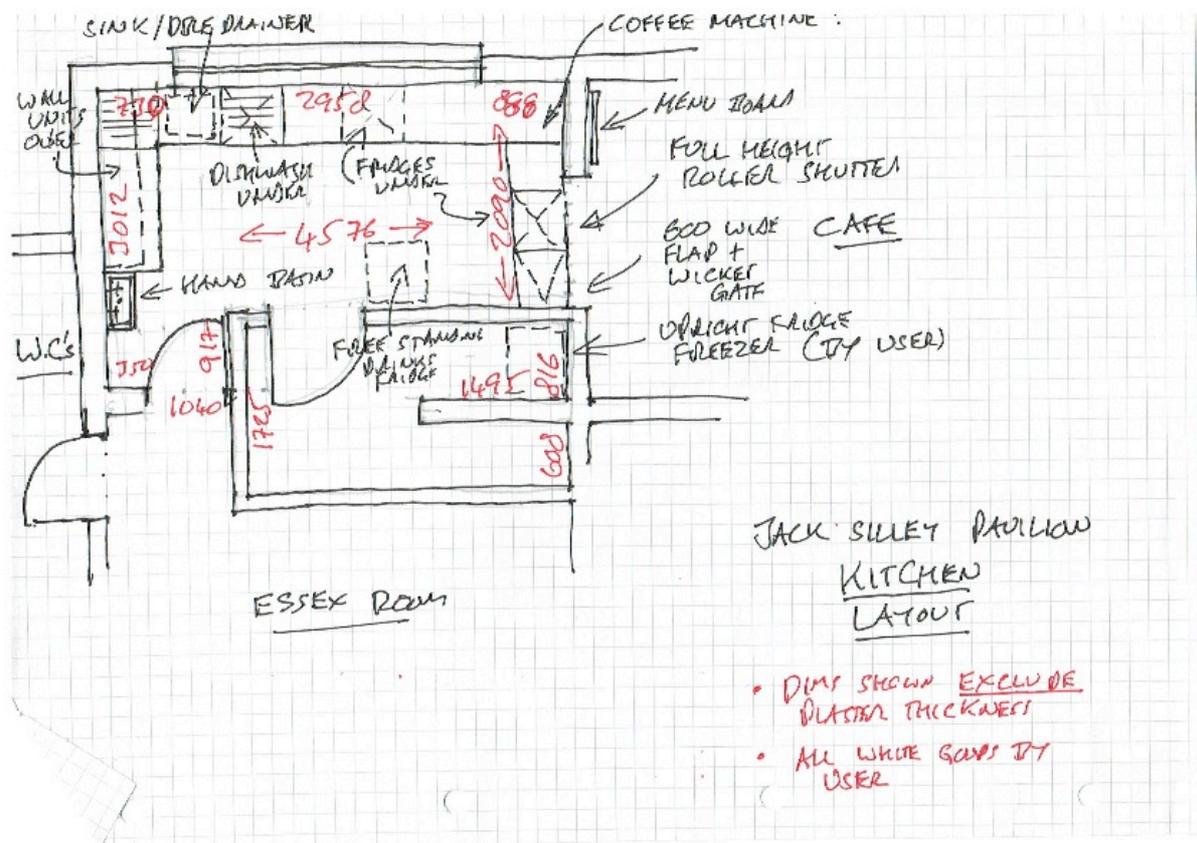
The café area is a bare shell, comprising working cupboards, work tops and sink, and Council and the successful applicant will negotiate a suitable fitout and/or contribution which is specific to their particular aims and needs. Such items may include an oven, microwave oven, specialist coffee machines, etc.

The café is accessible directly from its own main door entry. The café has large windows and enjoys good views over the recreation ground.

b) Kitchen equipment (simple, commercial standard)

- All white goods by end user (not integral)
- Base and wall units
- Worktops in solid block timber
- Stainless steel mini wash basin) 165(H)x 305(W)x 268(D)mm
- Store shelving and menu board by end user

Indicative floorplan below:



Photo/s of inside, photos of recreation ground and better replacement floorplan T/C

c) Related requirements

- The café lessee will be responsible for the cleaning arrangements for both the café and toilets;
- The payment of electricity will be metered separately. Additional utilities (water, gas) will be calculated and billed by Epping Town Council and in both cases, be paid by the lessee.

d) Resource consent

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

e) Customer potential

The Jack Silley Pavilion is open for hall bookings, at times dependent on bookings. The football teams use the football pitches throughout the football season at weekends in the daytimes, so Saturdays and Sundays attract additional visitors.

It is difficult to assess the total visitor numbers, but the recreation ground is well used with dog walkers, parents, boot camp exercisers, football teams, Pavilion hirers, picnic takers. It is naturally busier in the better weather, though is used both throughout the day and early evenings. It adjoins forested areas.

Facilities on site:

Jack Silley Pavilion (2 hiring spaces) and football changing rooms

5 football pitches

Tennis courts

Petanque piste

Children's playground

Car parking and public toilets

3 Information Sought

Parties submitting an expression of interest must provide in writing information on the required points. Where it says later stage, should your submission be successful for further consideration, this information will be required.

a) Track record (required)

Evidence of successful operation of a commercially sound and successful food business, preferably in the Essex region.

b) Financial abilities (later stage)

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

c) Services to be provided (required)

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

d) Hours of operation (required)

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

e) Business Plan (required)

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

f) Set up time to operate (required)

Please provide 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.

g) Food hygiene qualifications and certification (required)

h) Referees (later stage)

The names of a minimum of two reputable persons (or companies) with whom the party has had a business relationship with in the past year.

i) Residency (required, if applicable)

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

4 The Process

Expressions of Interest are to be received before 30th November 2018.

On receipt of expressions of interest, Council will undertake due diligence on each application and entirely at 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 is early 2019.

Decisions will be made by full Council, informed by our Procurement Policy (available on request).

5 Closing Date

Expressions of interest should be addressed to:

Town Clerk, Epping Town Council, Epping Hall, St Johns Road, Epping, Essex. CM16 5JU.

To be received by to 30th November 2018.