



Expressions of Interest (Eoi) Invited: Café Concession for a recently built 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 for a recently constructed Café/Pavilion at Horley Recreation Ground, 65 Brighton Road, Horley RH6 8SS (site maps attached). We are looking for an operator to provide an innovative and exciting catering experience for all visitors to our busy Recreation Ground.

2. General

Horley Recreation Ground is owned and managed by Horley Town Council for the benefit of all its users. The Pavilion allows for approximately 30 covers with additional covered seating outside. A footpath has been added for ease of access from the central playground. The existing public car park is currently available free of charge has been extended allowing for 40 car spaces in total, including 2 staff and disabled spaces. It is intended for occupancy to be granted to the successful operator through a Licence to Occupy.

The catering area of the Pavilion has mains electricity and water connections only.

3. Essential Requirements

In addition to the terms of the rental agreement by way of a Licence to Occupy, the operator shall be responsible for the cleaning arrangements for both the café and toilets.

The rent is expected to be in the region of 14k-18k per annum (subject to valuation and negotiation) and to be paid monthly in advance. A rent deposit shall also be required.

Utilities (water, electricity) and business rates shall also be the direct responsibility of the operator.

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

4. Customer Potential

The Recreation Ground is a popular park with visitors, including dog walkers, parents, tennis and pickleball players, users of the multi-use games area and skatepark users. It is actively used throughout the day and early evenings of the week and at weekends.

Facilities on site:

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

5. Information Sought (required)

Parties submitting an Expression of Interest (EOI) **must** provide written information on the required points, summarised below:

Track record

Evidence of the 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 manage a commercially sound operation.

Services to be provided

Clearly state the type of food and beverages and other refreshments that will be offered for sale. Please indicate your proposed days and hours of operation, as a café operator which must include reasonable early opening and late closing hours.

Business Plan

To provide a full Business Plan and Financial Projections for the next 3 years.

Set up time to operate

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

To provide all relevant certification and insurances to the Town Council as a mandatory requirement.

Referees (at later stage)

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 27 June 2024

On receipt of all Expressions of Interest, the Council will undertake due diligence on each application. Interested parties who have been shortlisted will be invited for interview.

Please note the council expects to re-open the Café/Pavilion ideally from July 2024 onwards. Decisions will be made at an appropriate Full Council meeting by all elected members.

Expressions of interest must be marked 'Private and Confidential' and addressed to: Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ or email: town.clerk@horleytown.com by no later than the closing date shown above.

Dated: 30 May 2024