

**PHILLIMORE REC IMPROVEMENTS PROJECT – PHASE 1 – INSTALLATION OF CAFÉ**



**REQUEST FOR BIDS FOR A LEASE TO RUN AN INDOOR CAFÉ AND  
OUTSIDE TERRACE ON WHICH TO SITE TABLES & CHAIRS**

**INVITATION TO QUOTE**

To operate the new building as a hub for Phillimore Rec. The contract will be in the form of a lease (term to be negotiated) on the café building plus outside terrace on which to place tables and chairs and to serve food and beverages, as well as provide a take away service from the hatch at the side of the building.

## 1. Introduction

Phillimore Recreation Ground has been in the ownership of Aldenham Parish Council (APC) for over 125 years. It consists of a main field which is mainly grass, a wildflower meadow (recently planted) and two single goal posts. There is also a MUGA which has tennis court in it, as well as a football/basketball court. On one side is a large children's play area, with equipment for a variety of ages, a small copse called Fir Spring Wood and an allotment site which has approximately 100 plots.

The Council have a four stage plan to improve Phillimore Rec which includes

- Phase 1 – Provision of a café to serve the area
- Phase 2 – Improvements to the car park, entrance signage, installation of pathways to reduce conflicts between pedestrians and motorised vehicle users, and to make a more welcoming entranceway.
- Phase 3 – Making the Children's Play area more accessible in terms of equipment and access.
- Phase 4 – A pathway around the main field making it usable all the year round.

## 2. Phase 1 – Café

APC have obtained planning permission for provision of the café and outside terrace (follow this link <https://www6.hertsmere.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RJBQGXF0500>).

This is a considerable capital expense, so before APC commits to this it wishes to enter into a lease agreement with a competent and solvent operator. Once appointed the café operator will become part of the 'design team' involved in designing the fitting out, and in particular the kitchen area.

The Café is approximately 96 meters square, with the kitchen area 21 meters square. There is a store area 6 metre square and two toilets taking up 9 metre square. On three sides there is an outside terrace which is edged with planting.

## 3. Lease

The principle terms of these are set out in appendix A.

As a requirement of the lease the café operator will be expected, in addition to operating and managing the café to

- Specify the initial fit out requirements to be incorporated during the design phase. The operator will be required to fund all items beyond utility connections. Painted walls and suitable flooring will be provided by APC.
- Open/Lock, clean and maintain the separate toilet block in the recreation ground opposite the MUGA.

- Collaborate with APC regarding any events they hold or any groups who hire Phillimore Recreation Ground for activities (within reason).

APC hold regular events in Phillimore Rec as well as make it available for local schools and clubs for such events as sports days. Whilst it is not envisaged that the café operator will instigate any activities, they will be expected to support them and co-operate with the council and any hirers.

#### **4. Other food and beverage operators, restrictions and licencing**

There are no operators with licences to offer vending of any food or beverages such as ice cream etc in Phillimore Rec. Events operated by APC do incorporate food stalls, this will continue, however, there will be no restrictions on the café operating during these events. There will be collaboration with the café operator during the planning for such events.

#### **5. Selection Criteria**

##### Quality & Community Benefit (50%)

The panel will look to consider

- Commitment to provide a well-used and high quality café that is valued by the public. This will need to compete with other café outlets on the High Street nearby, but has the advantage of free parking and beautiful surrounds.
- To show how they will attract those currently visiting Phillimore Rec to the café, and also increase footfall to the area.
- Commitment to working with APC regarding the events that are in Phillimore Rec.
- Realism and practicality of business plan both financially and in terms of relevant business experience.
- Please include a detailed marketing plan on how you will promote the facility locally. Demonstrate you will set aside marketing funds to drive revenue at this location.

##### Rent offered (50%)

- It is expected that a commercial rent will be offered for the lease of the café by the successful tender, which will reflect the property and surrounds being offered, and to reflect the other obligations.
- It is also expected that a separate fee is proposed for the licence of the terrace on which tables and chairs can be placed.
- APC are prepared to consider offers that include an initial rent free period of six months from opening.
- Acknowledgement that there is a commitment to sign the lease before the café is built and that the operator will be part of the design team at RIBA stage 4.

## 6. Form of Response

Responses should contain

- The rent offered for the lease.
- An outline business plan.
- Statement of community engagement and co-operation with APC re events.
- Details and evidence of relevant background.

## 7. Process and Timetable.

3 July 2023 – Invitation to tender issued.

14 August 2023 (5pm) – Closing dates for responses.

An electronic copy of the tender should be emailed to [manager@aldenham-pc.gov.uk](mailto:manager@aldenham-pc.gov.uk) by the deadline of 5pm on Monday 14 August 2023. Any responses after this time will not be considered.

A signed copy of the tender document should be sent to: -

TENDER DOCUMENTS – PHILLIMORE REC IMPROVEMENTS PROJECT – PHASE 1 – CAFÉ OPERATOR

c/o Mr. P Evans

Aldenham Parish Council

First Floor, The Radlett Centre

1 Aldenham Avenue

RADLETT

WD7 8HL

The hard copies of your tender document should be received by Noon (Mid-Day) 14 August 2023.

**All the following dates are approximate**

Approx 1 week after submission deadline 2023 – Shortlisted candidates invited to make a presentation to panel.

Approx 2 weeks after invitation, bidders asked to make presentation, following this the panel will make a decision and successful bidders and others advised.

Then lease negotiations take place and then signed by both parties.

Once signed lease starts proposed café operator will be invited to be part of the design team set up by the project manager

Once APC have accepted design teams plans, tenders will be requested for construction. (Approx Oct 2023)

Panel will open tenders with project manager, who will check quality etc before recommendation to APC (End Nov 2023)

Contractor appointed and lead in time for construction (Mid December 2023)

Café opens (Summer 2024)

## **8. Disclaimer**

No information contained in the documents or in any communication made between APC and any provider in connection with this activity should be relied upon as constituting a contract, agreement or representation that any contract shall be awarded.

APC reserves the right, at its discretion to change this document, and/or change the procedure for pre-procurement engagement or even decide not to proceed at all with procurement.

Your attention is drawn to the fact, that as a public body, APC is subject to the requirements under the Freedom of Information Act 2000 and the Environment Information Regulations 2004 and may be obliged to disclose responses.

Participation in the pre-procurement market engagement will be at the providers own cost. No expense in responding to this process will be reimbursed by APC.

# Appendix A – Principle Terms of Lease

The following sets out the principal terms which will be subject to detailed negotiations following selection of the preferred bidder.

## **The Lease**

- Term – Minimum 10 years. Tenants may only exercise a break clause after 5 years (subject to six months' notice).
- Security of Tenure on expiry of lease excluded.
- Permitted use – Café/Restaurant and meeting space
- Repairs/Maintenance – Tenant to be responsible for all repairs and maintenance except insurable damage.
- Utility/Rates – Tenant responsible for paying all utility costs, refuse collection and business rates during term of lease, and must be cleared on vacation.
- Public conveniences – Tenant responsible for cleaning and maintenance/repairs of public toilets within the café and responsible for opening/locking (during the hours of operation of the café), restocking, cleaning of public toilet block opposite multi-use games area in Phillimore Rec.
- Rent –increases to be negotiated

# Appendix B – Site Plan



