

# FOR LEASE

**CATERING OPPORTUNITY**  
**PROVISION OF CATERING  
FACILITIES**  
**TO THE MAIN HQ BUILDINGS OF**  
**STIRLING COUNCIL**

### **Location**

The main Council Headquarter buildings being Viewforth, Old Viewforth and Municipal Buildings are located centrally in Stirling on St Ninians Road and Corn Exchange Road for Municipal Buildings. See attached map for location of these buildings.

### **Description**

Within Viewforth on the third floor is the main kitchen, the CastleView restaurant and coffee room and as show outlined on the attached plan. Within Old Viewforth there is a smaller kitchen area and the main conference rooms. A further kitchen area could be made available within Municipal Buildings if required.

### **Use**

The caterer will be required to provide a range of catering and refreshment services for the main headquarter buildings. There currently is a caterer providing these services and it is hoped that there will be an overlap period to prevent a break in the services.

### **Lease Terms**

The lease will be for a period for 3 years with a mutual option to break after year 1 of the lease.

### **Rates**

The rates will be paid by the Council.

### **Electricity and water charges**

The electricity and water charges will be paid by the Council.

### **Equipment**

The caterer shall be granted the use of the Council's equipment as detailed on the attached inventory. The Council accepts no responsibility for the state of repair or for any defects in this equipment. The Council's inventory is lacking in certain areas. The existing caterer is prepared to sell their inventory and any stock.

### **Telephone Line**

The caterer will be responsible for setting up and paying their own telephone and removal of any trade waste bills.

### **Upkeep**

The Council will be responsible for repairs to the fabric of the property. The caterer would be responsible for the cleaning, upkeep and painting of the areas.

### **Legal Costs**

The incoming caterer will be responsible for payment of the Council's Legal Fees and any registration dues.

### **Existing Caterer**

The existing Caterer and their staff are aware of the situation and are keen to assist.

### **Staff**

The caterer will take on the existing 6 members of staff who are currently employed by the existing caterer.

### **Viewing**

Because there is an existing facility currently operating certain viewing times have been arranged. These would commence at the Castle View restaurant in New Viewforth, Stirling

12<sup>th</sup> August from 2pm to 3pm  
19<sup>th</sup> August from 2pm to 3pm  
26<sup>th</sup> August from 2pm to 3pm

It would be helpful to contact Colin Scott one 01786 432122 in advance to let him know of any interested parties attending these viewings.

Out within these times, viewings are to be by special request.

### **Rental**

The rental would be paid quarterly in advance by direct debit.

### **Offers**

The Council is looking for offers of rental, these should be stated as a base amount per annum and a percentage of turnover of the £200,000.

Offers of rental should be stated as one of the aspects of the overall offer.

### Further Information

The attached sheets provide further details of the services which will be required.

### Interested Parties

Interested Parties should submit the following information as part of their offer

- 1) Offers of rental as an amount per annum and a percentage of turnover over £200,000 pa
- 2) A sample menu for the corporate meetings and for the Castleview restaurant
- 3) Details of previous catering experience
- 4) Details of persons who can be contacted for a reference
- 5) Details of proposed management structure for information on who can be managing the day to day running
- 6) Copies of Health and Safety and relevant catering certificates
- 7) A draft business plan showing an understanding of what is required in the running of these various facilities.

### Closing Date

A closing date for submission of offers and statement has been set **at 12 noon on the 29<sup>th</sup> August 2008**. Please submit offer and statement with the information requested in an envelope marked clearly as "offer for catering main HQ buildings, Stirling" and sent to Director of Corporate Services, Stirling Council, Old Viewforth, Stirling, FK8 2ET.

Envelopes not clearly marked may not be considered. Envelopes received after this date and time will not be accepted.

After the Closing Date the submissions will be considered with the intention of arranging interviews with successful caterers between the 8<sup>th</sup> to the 12<sup>th</sup> September 2008.

#### **Important Notice**

1. *These particulars are intended as a guide only. Their accuracy is not warranted or guaranteed. Intending tenants should not rely on these particulars but satisfy themselves by inspection of the property. Photographs only show part of the property, which may have changed since they were taken.*
2. *These particulars are not intended to nor shall they form part of any legally enforceable contract and any contract shall only be entered into by way of an exchange of correspondence between the Council's solicitors and the solicitors acting for the tenants.*

Additional Information :

Catering opportunity Viewforth, Old Viewforth and Municipal Buildings, Stirling

### Summary

A professional caterer is being sought to provide a range of services to Stirling Council in respect of the catering at the main headquarter buildings. These services include:

Castle View restaurant and coffee room at New Viewforth.  
Catering area at Old Viewforth.  
Corporate meetings.  
Internal service department meetings.  
Members lounge  
Vending Machines.

#### 1) Castle View restaurant and coffee room at New Viewforth

The above restaurant and coffee room is the only operational restaurant within the main headquarter buildings.

There are around 24 tables in the restaurant area seating potentially 80 people and a further 6 tables in the coffee area seating potentially 20 people. The restaurant is to provide hot breakfasts, lunches and light refreshments, being opened continuously from 8.30am to 4pm.

#### 2) Catering area in Old Viewforth

A smaller kitchen which is to remain fully serviced between the hours 8am to 6pm.

#### 3) Corporate Meetings

These meetings are the main source of income. The requirement for small meetings through to conferences means that there is a range of facilities required. This includes the provision of tea, coffee and biscuits, through to buffets and the complete meal service for these meetings.

The meeting rooms along with their capacity is as follows:

Council Chambers – 100 persons max  
Wallace Rooms - 30 persons max  
Bruce Room - 20 persons max  
Room 25 - 14 persons max  
Plum Room - 30 persons max  
Council Chambers (Municipal Buildings) - 80 persons max  
Committee Room 1(Municipal Buildings) - 30 persons max

The provision of tea and coffee at the meeting rooms in Municipal Buildings are not included in this contract, the caterer is to provide the food / buffets.

Corporate meetings are booked in advance and caterer will be required to service them at the occasional weekend and also for evening meetings. The caterer will be required to bring in the refreshments and clean up later. If required the caterer will be required to provide a waitress service.

In addition to providing a service at the above meeting rooms the caterer would be required to provide a service at other Council Buildings for corporate meetings.

#### 4) Internal Service Department Meetings

Within the Council headquarter buildings there are a number of other smaller meeting rooms which service departments arrange for meetings and the caterer regularly provides the tea/ coffee / biscuits or buffet for.

#### 5) Members Lounge

The Council comprises 22 elected members who are based on Old Viewforth. There are 2 lounge areas available for the use Monday to Friday from 8asm onwards, regularly including evening meetings. A tea and coffee service is to be provided. The current service in the member's lounge is inadequate and the new caterer will be required to improve this.

#### 6) Vending Machines

There are 3 vending machines in Viewforth and 1 in Old Viewforth. The caterer will be required to continually stock these to a satisfactory standard. One of the vending machines is on contract from Coca-Cola and the caterer will have the ability to continue the hire agreement with them.

#### Menu Style

As can be seen from the number of services to be provided there would be a complete range required from buffet, finger, hot and cold buffets, to dinner menus.

An alcohol licence can be granted on a daily basis specific to the caterer.

#### Timescale

The current catering contract is up and running at the moment however the existing caterer intends to leave around the end of October / November. It is necessary for the new caterer to be up and running prior to this date so there is no interruption in service.

#### Staff

The new caterer will take on the existing 6 members of staff who are currently working. Further details can be obtained.

#### Inventory

A complete list of equipment provided by the Council is attached. In addition the new caterer will have the ability to purchase from the existing caterers, the existing stock and equipment. The existing caterer has an inventory of the equipment which could be provided.

#### External Catering

There would be no objection from the Council in the caterer using this kitchen for the provision of other catering services outwith those detailed in the contract on the understanding that the contract with the Council does not suffer as a result.

#### Council Employees

There are currently around 750 staff at Viewforth and Old Viewforth and 158 at Municipal Building. Council employees have an electronic link to the council's website to see the services which the caterer is able to provide and the menus at the restaurant.

#### Municipal Buildings

Within the Municipal Buildings there is a further kitchen area which is not used, the caterer would have the ability to expand their operation to use this either on a trial or permanent basis.

Uniform

The staff are to wear an identifiable uniform relating to the company and suitable clothing respecting health and hygiene regulations.

Turnover Information

The caterer will be required to provide audited accounts on a quarterly basis detailing all the income from the various services provided.