

Expressions of Interest

Catering Provision at Rugby Art Gallery and Museum, Rugby, CV21 3BZ



Deadline for receipt of completed form: 12th May 2024

An exciting opportunity has arisen to take over operating of the café in Rugby Art Gallery and Museum and Library Building.

This creative and family friendly service is situated in the heart of Rugby Town Centre, attracting around 80,000 visitors a year. Offering a range of galleries for local artist to international touring exhibitions and two local history galleries, we pride ourselves on our community. With family programming at the core, we are looking for a provider that will embed into the service and enhance one of Rugby's key cultural assets.

Expressions of interest are being sought for a suitable organisation to operate the Café. The successful organisation would be required to offer a selection of hot and cold beverages, sandwiches, snacks, light meals, cakes and pastries.

Lease Agreement and fees

The lease will be awarded with the following terms:

Year 1 – Rent fee of £650 per calendar month, £7,800 per annum which is inclusive of a contribution towards service charges (including Electric, Gas, Water, Buildings Insurance, Cleaning of Shared Areas, Business Rates and BID Levy)

Years 2 to 5 inc. –Rent fee of £950 per calendar month, £11,400 per annum which is inclusive of a contribution towards service charges (including Electric, Gas, Water, Buildings Insurance, Cleaning of Shared Areas, Business Rates and BID Levy)

Full terms and conditions of the lease will be discussed with the successful applicant.

Operator Financial Responsibilities will include:

- Contents Insurance
- Public Liability Insurance (minimum £5,000,000)
- Employers Liability (minimum £10,000,000)
- Purchase of Stock
- Employment of Staff (as required),
- Professional certification (food hygiene etc)
- Compliance with all statutes, licences, regulations, orders etc
- Decoration with consultation with RBC
- Repairs and maintenance of equipment.
- Card payment facilities
- Branding & Uniform
- Marketing & Promotion
- Specialist Equipment – additional to supplied inventory

Rugby Borough Council Responsibilities:

- Building Insurance
- Utility Bills
- General repair and maintenance of the space and kitchen
- Rates

The fixtures and fittings inside the Art Gallery and Museum Café include:

Item	Number	Location
Coffee Grinder	1	Café Kitchen
Under Counter Fridge	2	Café Servery
Patisserie Display	1	Café Servery
Grab & Go Fridge	1	Café Servery
Table	6	Cafe Servery
Chair	24	Cafe Kitchen
Highchair	4	Cafe Kitchen
Microwave	1	Cafe Kitchen
Hand Wash Basin	1	Cafe Kitchen
Stainless Steel Bench	2	Cafe Kitchen
Poser Plinth	1	Foyer
High Level Table	2	Foyer
Stools	20	Cafe Kitchen
Stainless Steel Double Sink	1	Cafe Kitchen
Hand Wash Basin	1	Café Kitchen
1200mm Wall Bench	2	Cafe Kitchen
1200mm Chrome Plated Shelving	1	Cafe Kitchen
Polar Stainless Steel 140 Litre Freezer	1	Cafe Kitchen
Classeq D500 Duo Dishwasher	1	Cafe Kitchen
Blizzard Double Contact Grill	1	Cafe Kitchen

Provision of Service

- The café will operated 12 months of the year. Exact opening times will be discussed with the successful provider.
- The café will be inclusive, with a range dietary requirements catered for
- To source and support local suppliers where possible
- Not to use any single use plastics
- To link to the local community and help to facilitate community events

Expressions of Interest - Return Form

Catering Provision at the Rugby Art Gallery and Museum, Rugby, CV21 3BZ

To respond to this Expression of Interest, please complete the form below with all the information requested.

Organisation name and address:	
Contact name	
Contact phone number	
Description of service to be offered	
Number of staff/volunteers available	
Timeframe for mobilisation	

Please return this form to sally.godden@rugby.gov.uk

Deadline for receipt of completed form is 12th May 2024.