**Expression of interest – Mobile catering unit**

**Could you provide a staffed mobile catering unit at our Toad Hole Cottage, How Hill site?**

Expressions of interest are sought for an exciting opportunity to deliver a new mobile catering facility selling hot/cold drinks, cakes and snacks at Toad Hole Cottage, How Hill, Ludham, Norfolk. NR29 5PG.

The site is a very popular location for visitors. It has a small museum and visitor centre, boat trips, free 24 hour moorings for around 30 hire and privately owned boats, walking routes, nature trail, popular family picnic field, gardens, car park and public toilets. The location is also home to an environmental study centre.

We are offering a pitch for a catering company to provide takeaway sales of hot and cold drinks (non-alcoholic), snacks and cakes, but not hot food or ice cream (ice cream is already available for sale from the Information Centre).

The mobile unit would have to be self-sufficient in terms of mains power and water supply.

The site is offered rent-free on a profit share basis for the 2024 season covering the Spring Bank Holidays, weekends and school holiday periods. The operator would need to be willing to share operating financial information.

It will be important for the mobile catering operator to understand and work in conjunction with the Authority to look to provide suitable provision that offers added value and attracts new footfall to the site.

**The deadline for responses is 5pm on Thursday 25 April 2024**

**General Information**

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| **Dates** | Site availability - 3 May 2024 to 1 November 2024  These dates have been set to allow provision over the spring Bank Holidays, summer season and Autumn half-term. It is anticipated that the catering service will be available throughout daytime hours every weekend and weekdays that coincide with School holidays.  Timings during the day to be negotiated. |
| **Catering provision description** | To provide a licensed mobile catering unit serving tea, coffee, cakes and snacks, close to the riverside for boaters/walkers/holidaymakers and passing trade. The catering offer should not include cooked/hot food or ice creams)  All waste generated as a result of the catering service to be removed and disposed of appropriately off site. |
| **Location** | Toad Hole Cottage, How Hill, Ludham, Great Yarmouth NR29 5PG.  Mains electricity is not available on site. Water only available from outside taps.  All waste to be removed from site daily. |
| **Licensing Authority** | North Norfolk District Council |
| **Expected numbers** | Footfall figures are not available for the site but it is a very popular location for visitors. It has a small museum and visitor centre, boat trips, free 24-hour moorings with space for around 30 hire and privately owned boats, walking routes, nature trail, popular family picnic field, gardens, car park and public toilets. The location is also home to an environmental study centre. |
| **Charge for caterer** | There will be no set ground rent for the site.  It is envisaged that a percentage of the net profits will be charged – the rate to be negotiated |
| **Contact for more information** | Rob Leigh [rob.leigh@broads-authority.gov.uk](mailto:rob.leigh@broads-authority.gov.uk) 01603 756049 |

**To register your interest**

If you are interested in this opportunity please complete the form below together with any further supporting material you may feel would be helpful and submit by email to [tenders@broads-authority.gov.uk](mailto:tenders@broads-authority.gov.uk) by 5pm on 25 April 2024.

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| **Company name and details of other trading locations** |  |
| **Details of catering unit (Size/ type of unit etc. including photograph of unit)** |  |
| **Details of how the unit would be powered (no mains power available on site)** |  |
| **Intended number of staff on site during operating hours** |  |
| **Arrangements for the removal and disposal of all waste and litter generated by the catering service.** |  |
| **Details of catering provision (Typical range and pricing of drinks, snacks, cakes, etc that would be provided)** |  |
| **Details regarding the sustainability of packaging and materials used - (Recyclable cups, bags, stirrers etc)** |  |
| **Dates that the catering unit can be provided from and to and the times that the unit would be open and closed each day and how many days per week the unit would be open.**  **Confirmation that all bank holidays and weekends would be covered** |  |
| **Details of legal documentation/licences/risk assessments/health and safety certificate/ public liability insurance to be provided** |  |
| **Minimum and maximum percentage of net profits that would be acceptable** |  |

**Contact details**

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| **Name of business** | **Name of contact** | **Address** |
| **Phone Number** | **Mobile number** | **Email address** |
| **Type of organisation** | **Company registration number if applicable** | **VAT registration number if applicable** |

Signed:  Position:

Date:

Please feel free to include any further information that you feel would be helpful for us to understand your catering facility provision.

The Authority intends to award the catering contract after considering the following criteria:

* Catering offer and pricing
* Sustainability (use of recycled/recyclable materials etc)
* Proposed profit share
* Proposed operational dates/times