



Plymouth City Council

Catering and Bar Concessions

British Firework Championships

Wednesday 13th & Thursday 14th August 2025

Plymouth Hoe

TENDER INFORMATION DOCUMENT

Plymouth City Council, are inviting submissions for catering and bar concessions to sell food, soft drinks and alcoholic beverages at the above event.

The Council is looking for a single offer to manage the entire franchise, with the rights to sub-let any part(s) of the contract.

Plymouth City Council encourages healthy eating, the use of local produce and sustainability.

Submissions will be evaluated on:

- Environmental sustainability including reduction of single use plastics – 10%
- Evidence of local procurement including stock and sub-contractors – 10%
- Management competency and experience – 20%
- Quality and suitability of outlets submitted – 10%
- Pricing of food – 10%
- Fee submitted – 40%

I. Business Potential

This is the twenty sixth year that the city has hosted the British Firework Championships with an annual average footfall of approx. 35,000 throughout the event across the Hoe and immediate waterfront area.

The Hoe will host a stage and entertainment programme along with a fairground.

The fairground will be open from 14.00 each day with the stage programme starting at 17.30.

The stage programme will primarily be for the immediate crowd on site hosting a musical programme which will run from 17.30-21.15 on both nights.

NB: There are two licensed cafés onsite within the event footprint which will be trading throughout the event.

There may be a separate cordoned off VIP area serving both alcohol and food for a fixed entry fee (ticketed), this area is managed by the Council.



SW Water will be supplying a Water bar providing free water to attending public, located by the Naval War Memorial, this does not mitigate responsibility the licence holder has under the TENs notice to supply free water.

2. Catering Required

There will be provision made for up to the following listed below

- 1: Maximum of 12 fixed catering units on top of the Hoe promenade
- 2: Two fixed Bars
- 3: Three fixed ice cream vans
- 4: Three fixed catering units on Madeira Road
- 5: One fixed catering unit on the junction of Hoe Road & Madeira Road

See example plan attached. The final positioning of the catering outlets is to be agreed with the Council. The Council has the final decision on where the outlets are to be located.

The Council are looking for a mixed offering involving street food, traditional event fayre and at least one healthy food option. There must be vegetarian and vegan options available on sale.

All food outlets will be permitted to sell non-alcoholic soft drinks (**Indicated in Green on attached plan**)

Ice cream vans can only sell ice cream, frozen ice lollies, choc ices and semi-frozen 'slush' drinks.

Any positions not indicated will be discussed with the successful bidder.

Alcoholic drinks cannot be sold from the food outlets, only the two on-site bars.

The sale of Burgers, Hot Dogs, Chips, Bacon Baps, Roast Meats, Sandwiches/Baguettes, Crisps, Hot Jacket Potatoes, Doughnuts/Waffles, Sweets/Confectionery, Coffee/Hot Drinks, Pasta, Pasties, Vegetarian and alternate foods from outlets other than those awarded the particular concession will **not** under any circumstances be permitted, outlets selling food other than specified on the tender will be denied entry to site and no refund of site fee given. It is anticipated that most of the outlets will be grouped on two sites; the final catering positions on the Hoe promenade will be agreed with the successful bidder and Plymouth City Council.

Alternate foods from outlets other than those awarded the particular concession will **not** under any circumstances be permitted, outlets selling food other than specified on the tender submission form will be denied entry to site and no refund of site fee given.



3. Bar provision

It is the Council's intention to secure a maximum of two bars, the positions are indicated on the attached map (**Indicated in Pink on attached plan**). The Licensee will be responsible for making application for any licenses and infrastructure required under the conditions attached to the licence.

NB: The successful licensee will need to apply for a standard Temporary Event Notice (TENs) via Plymouth City Council, specifically for the sale by retail of alcohol. The TENs must be applied for and notice served at least 10 clear working days before the event day (not including the event day and the day the notice is submitted). The TENs will not be restricted to 499 people due to the site area being covered by Plymouth Councils premises licence.

4. Concession Outlets

Each concession pitch is based on a 7m x 3.5m area with one support vehicle allowed, any outlet larger than this must be identified within the tender submission and agreed prior to awarding the contract.

5. Draft Site Licence/Fees

The main terms and conditions upon which submissions are invited are indicated on the attached Draft Site Licence.

A formal licence will need to be officially drawn up and this will occur a fee of £500.

The successful company will be required to pay a refundable deposit of £1,000.

The above fees are in addition to the final agreed site fee.

6. Special Conditions

The submission may not be resold or traded on to another company nor the license transferred. The Licence is between the Council and the Licensee and failure to abide with this will result in termination of the agreement.

7. Sponsorship

The Council will not take into consideration sponsorship as part of your proposal. We would be happy to discuss sponsorship opportunities with you separately.

Please submit this offer with your tender documentation but on a separate sheet.



8. Plastics reduction

Building on work already carried out by Britain's Ocean City: Plastics Task Force, Plymouth City Council are a key partner in the Preventing Plastic Pollution Project, delivering citywide initiatives to reduce the amount of plastic entering the marine environment. The project supports the wider targets of the Plymouth Plan for Plastics, Plymouth Climate Emergency Action Plan and the National Marine Park.

We are looking for a catering contractor who is willing to adapt and introduce new ideas and ways to reduce plastics over the period of the contract in line with the council's objectives.

9. H&S

The Successful company must be able to supply in date copies of the following to the Council four weeks prior to accessing the event site:

- A. The name and address of any confirmed sub-contractor and outlet together with the name of the Local Authority with whom they are registered, details of their vehicles, trailers, tents etc. and colour photographs of the same,
- B. Copy/ies of the sub-contractors public liability insurance policies, in the sum of at least £5,000,000 (Five Million Pounds).
- C. Copy Certificate(s) of Food Hygiene for the person(s) who will run any outlets.
- D. Risk Assessment(s) in respect of any catering outlet(s).
- E. Copy/ies of Gas and Electrical Safety Certificates in respect any catering outlet(s).

10. Accessibility

The Licensee is to ensure all bars and concessions are briefed on how to provide an accessible service.

Large print menus or pricing lists must be provided for customers to hold and read on request.

Where possible, bars and concessions should have step free access and a lowered counter section. If this is not possible, the Licensee should ensure practicable solutions are put in place so that all customers are able to receive the same consistency of service throughout the duration of the event.

11. Submission of Proposals

- Proposals must be submitted on the forms provided and returned to Plymouth City Council via email CateringEvents@plymouth.gov.uk The forms must be received by us by no later than **17:00 on Friday 14th March 2025**.
- Please note that any proposals that are received after this time **WILL NOT** be considered.
- The Council does not bind itself to accept the highest or any quotation.



12. Further Information

In the event of prospective applicants requiring further information they should contact Ben McEntegart, Plymouth City Council Senior Events Officer via email ben.mcentegart@plymouth.gov.uk

13. Disclaimer

The Council gives notice that these particulars, together with the attached draft site licence, are set out as a general outline only for the guidance of prospective tenderers and do not constitute part of an offer or contract. All descriptions and dimensions are given in good faith and are believed to be correct, but tenderers should not rely on them as statements or representations of fact but must satisfy themselves by inspection or otherwise as to the correctness of each of them. The Council does not make or give any representation or warranty in relation to the concessions; neither have Council staff authority to do so.

14. Freedom of Information Act

Please be advised that the Council works in strict accordance with any legislation that requires information held by the Council and will only keep confidential information that is properly confidential in its nature and then only for a reasonable amount of time. Applicants should provide a schedule in their responses of the information that they consider would prejudice their commercial interests if made available to the public after the quotation is awarded.

END