



Plymouth City Council

Catering and Bar Concessions Information Document

Bonfire Night Celebrations 2024

Tuesday 5th November 2024

The Hoe

Plymouth City Council, are inviting submissions for catering and bar concessions to sell food, soft drinks and alcoholic beverages at the above event for a one year period on November 5th 2024.

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.

The Council is therefore inviting tenders in excess of £5,000 for this event.

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%
- Quality and pricing of food – 10%
- Fee submitted – 40%

I. Business Potential

It is anticipated that this event will attract circa 27,000 at any one time, which in turn will generate a demand for food catering. This is an annual event which is well attended and it is also anticipated that there will be a fair ground on the Hoe as well. The bonfire will be lit at **19:00** with the fireworks display commencing at **19:30**.

Catering will operate on Tuesday 5 November from **17.00** until **22:00**.

NB: There is a licensed café and two small fixed refreshment concession onsite which will be trading throughout the event.



2. Catering Required

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

1: Seven fixed catering units on top of the Hoe promenade

2: One fixed Bar

We are looking for a mixed food offer involving street food, traditional event fayre and at least one healthy option.

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, all alcohol must be sold by the one onsite licenced bar.

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

One bar, position is indicated on the attached map*. The Licensee will be responsible for making application for any licenses and infrastructure required under the conditions attached to the licence. (*Indicated in **Pink** on the attached plan)

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

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

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.

To support Plymouths 'Plastic Free' status, certain plastics will not be allowed on site and are banned as outlined in the draft site licence. The successful tenderer will also be required to provide a re-usable cup scheme in the bars and to allow the public to bring their own drinks cups (including for hot drinks). This is highlighted clearly in the submission document and will be included in the final site license.

9. 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 midday on Friday 4 October 2024.



- 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

10. Further Information

In the event of prospective tenderers requiring further information they should contact Nicky Widdecombe, Plymouth City Council Senior Events Officer on telephone number (01752) 304260 alternatively you can email nicky.widdecombe@plymouth.gov.uk.

11. 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.

12. Freedom of Information Act 2000

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.