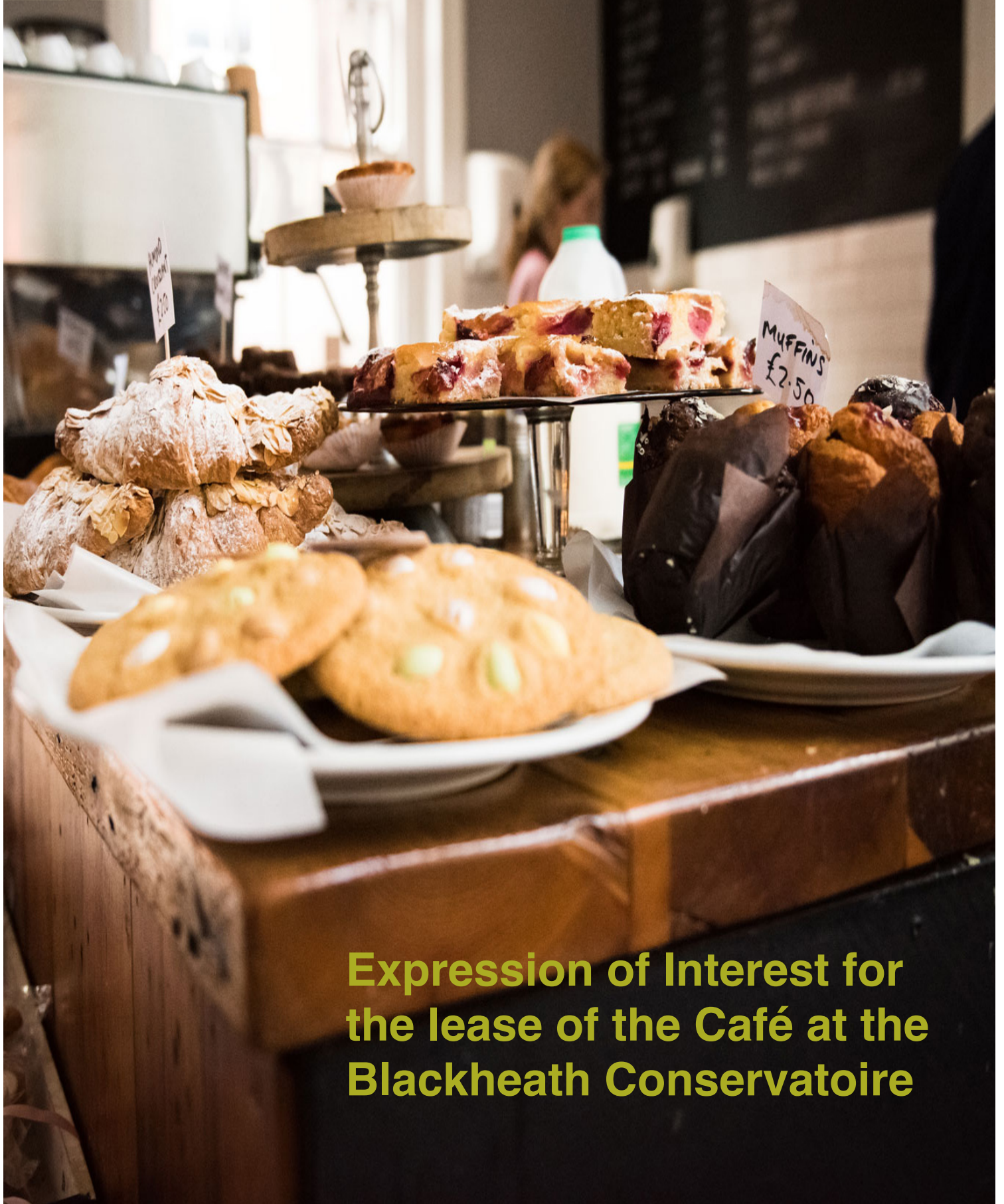




The
Conservatoire



**Expression of Interest for
the lease of the Café at the
Blackheath Conservatoire**

Background

The Blackheath Conservatoire (the “Conservatoire”) welcomes tenders for the running of the café on the Conservatoire site on 19–21 Lee Road, Blackheath.

This is an exciting opportunity to work alongside and in partnership with a leading arts and education charity to enhance a community asset and cultural hub. As an established arts education charity, with a reputation as a centre of excellence for art, music and drama, our purpose is to inspire, nurture and educate. From our vibrant and historic buildings in South East London, we encourage creative potential in a welcoming and safe environment. We take a serious approach to Safeguarding, reflected in our policy: <https://www.conservatoire.org.uk/policies/safeguarding>

We are rooted in our community. Our mission is to ensure our exciting and adventurous range of creative learning opportunities remains accessible to all ages, backgrounds and abilities, through innovative online learning alongside exciting and ambitious collaborations and partnerships.

The Conservatoire’s ethos is based on the following core values:

Financial stability – we are seeking long term, reliable and material rental income from the lease

Diversity and Inclusion – we will favour operators focused on making the café attractive and accessible to as wide a cross section of the community as possible

Customer offer – we would like the café to provide a high quality food and drink offer to support our arts ethos

Community Hub – we would like the café to help make our building an accessible, welcoming and sustainable community hub for all

Fulfilment of our people – We would like to ensure that staff are highly engaged, treated fairly in a safe environment, appropriately trained and able to work professionally and collaboratively

Achievement of our charitable objectives – we will favour providers whose services will help support and fit our charitable endeavours of achieving the greatest social impact and building cohesion within our community

Basis of the Tender

The selection for the tender will include, but not be limited to, the following criteria:

- The cultural fit of the organisation with the Conservatoire and its ethos. We will favour bids that are well aligned with the Conservatoire's ethos and core values providing a high quality offer of food and drink as well as a café that would support and enhance our arts ethos
- We are inviting proposals for a "base" fixed rent of at least £15k per annum (inflating with CPI each year) and will also consider proposals that include an additional variable rent as a % of turnover.

The Conservatoire is located at the top end of Blackheath Village heading towards Lee at the junction of Lee Road and Lee Terrace and next to the Blackheath Halls.

The Café is currently situated in the Art Building, which is located behind the main Music Building which fronts Lee Road. The Art Building is next to the London Early Years Foundation nursery.

The Café space is currently c. 570 sq ft in size with a direct entrance onto the Conservatoire Creativity Garden which is located between the Music Building and the Art Building. The Creativity Garden is a secluded outdoor seating area provided for the use of the Conservatoire students, attracting some 2,000 learner interactions every week, accompanying adults and can also accommodate other customers of the café. It is one of the few areas within Blackheath Village that acts as an outdoor play area attracting families to use the popular sandpits provided within and is a huge draw for use by the local community. Please note that the Creativity Garden is a shared space and not for exclusive use of the café. The café area may also be included in a building upgrade proposal within the next 10 years. The lessee will be consulted on all plans.

The Conservatoire operates on an academic term basis. Each term is on average 13 weeks long. Holiday courses are run during half terms, at Easter, the Summer Holiday and on occasion in the run up to Christmas.

The Lease

The lease will be to operate the Café throughout its core opening hours:

During term time: 9.00 am to 9.00 pm, Monday to Friday, 9.00 am to 6.00 pm on Saturdays and 9.00 am to 5.00 pm on Sundays. Out of term time: 9.00 am to 5.00 pm Monday to Saturday and 10.00 am – 5.00 pm on Sundays. The Conservatoire would also consider proposals to work in partnership on bespoke events outside of these core hours. The Conservatoire is licensed to serve alcohol.

The lease will be for the Café space of c. 570 sq ft. The lessee will have responsibility for all services connected to the Café space, with the exception of electricity, gas, water and waste collection which will be included in a service charge based on actual costs incurred and the sq ft of the Café – this currently estimated to be £375 per month. A separate kitchen space is also available for use (c. 118 sq ft) but currently not fitted out as a working kitchen. The cost of the fitting out of this area for inclusion in the lease to be borne by the lessee.

The lessee will be responsible for all business rates, insurance and other charges relating to their legal obligations under the lease. The lease will be for a five year term and renewable by agreement between the parties.



Application

NAME AND ADDRESS OF KEY CONTACT OR YOUR ORGANISATION (IF APPLICABLE)

Name and Address	
(If Applicable) Company Registration Number	

CONTACT NAME AND POSITION IN ORGANISATION (IF APPLICABLE)

Contact name	
Position in Company	
Telephone number	
Contact email address	

COMPANY TURNOVER AND PROFIT BEFORE TAXATION (IF APPLICABLE)

	2018/19	2019/20
Turnover		
Profit before taxations		

Please provide a brief description of the main areas of your current or planned future business, highlighting primary activity

PARENT COMPANY NAME AND REGISTERED OFFICE (IF APPLICABLE)

GROUP TURNOVER AND PROFIT BEFORE TAX (IF APPLICABLE)

Group	2018/19	2019/20
Turnover		
Profit before tax		

GROUP COMPANY INTERESTS

Please provide a brief description of the main areas of your group's business highlighting your primary activities (if applicable)

STAFFING POLICIES

Would your policy be to comply with your statutory obligations as outlined in the Equality Act 2010: to protect those people in the workplace and wider society from discrimination because of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex or sexual orientation

YES		NO	
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Would your policy be to pay your staff the London Living Wage?

YES		NO	
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CONFIRMATION THAT THE INSURANCE REQUIRED UNDER THE LEASE WILL BE MAINTAINED

YES		NO	
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Note that evidence that the necessary insurance is in place, including buildings and contents insurance, Employer's Liability insurance and Public Liability insurance will be required under the terms of the lease.

COMMERCIAL AND FINANCIAL OFFER

Please provide as an attachment, full details of your commercial offer which is expected to be in line with the current market. It should include:

1. A statement of the rental you propose.
2. Any capital investment that you will make during the lease period.

OPERATIONAL STATEMENT

We would like to see an operational statement. Areas of particular interest, to be scored consistently by the Café Tender Panel, would include the following:

1. Company ethos, branding, communication plan and interactions with The Conservatoire and the local community
2. Operational management including key personnel and approach to managing changes in demand for services.
3. Approach to Food and Beverage services and commitment to The Conservatoire's core values, vision and mission.
4. Details of processes to be used by the applicant to manage the supply chain to ensure compliance with statutory and social responsibility objectives and other sustainability commitments e.g. improvements in water usage, waste and recycling, ethical sourcing, and supply chain.
5. Details of applicant's experience and track record that is relevant to this opportunity.
6. Mobilisation Plan assuming access to the premise is granted ahead of 2 January indicating what, if any, assistance would be required by The Conservatoire.
7. Details of two reference sites if applicable. By providing two references, the applicant authorises The Conservatoire to visit the site by prior arrangement.
8. Fit out preferences/proposals. Applicants should include how costs of any proposals are to be met, and indicative costings for proposals.
9. Demonstrate how your proposal will fit with The Conservatoire and meet the needs of our audience, adhering specifically to our strict Safeguarding Policy for all staff and external contractors, ensuring that appropriate checks are made ahead of employment within the Café.

Deadline for submissions of expressions of interest: **Midnight, Wednesday 20 October 2021**

Enquiries for pre-submission site visits: **kay.sandford-beal@conservatoire.org.uk**

Final proposal submissions to: **kay.sandford-beal@conservatoire.org.uk**

Shortlisted Providers will be invited to present to the Conservatoire Café Tender Panel, summarising their commercial financial and operational proposal: **1 November 2021**

Outcome announced: **8 November 2021**