

Property and Architectural Services

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TO LET

Café/Restaurant Facility

Robert Burns Centre, Mill Road, Dumfries

Offers around £6,500p.a.

Further Information

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Background

The Robert Burns Centre, managed by Dumfries and Galloway Council, is pleasantly situated on the west bank of the River Nith, adjacent to riverside walks, cycle paths and the Mill Green park. The Centre houses an exhibition about Robert Burns, a small shop and a 69 seat Film Theatre which operates during the daytime and evening. In addition there are occasional themed screenings, special events and private hires.

The café/restaurant within the Centre is currently operated as "Hullabaloo", a very successful independent business under contract, offering a varied lunchtime and evening menu together with a range of hot and cold beverages and home-baked cakes throughout the daytime period. Located on the first floor of the building, the café looks out over the River Nith across to the Whitesands area of Dumfries.

After 18 years of successful trading the current tenant is moving on, having built a loyal clientele and excellent reputation both locally and further afield.

Offers are therefore invited from persons or firms with experience in the catering trade for the operation of the café facility currently known as "Hullabaloo" at the Robert Burns Centre, Mill Road, Dumfries.

Per annum the Centre is currently attracting approximately 35,000 daytime visitors, and a further 19,500 attend the Film Theatre.

The Centre and Museum are open:

April - September:

Monday - Saturday 10am - 5pm; Sunday 2pm - 5pm

October - March:

Tuesday - Saturday 10am - 1pm, 2pm - 5pm.

The Robert Burns Centre Film Theatre operates from Tuesday to Saturday until approximately 10pm. In addition there are occasional festivals, themed evenings and private hires of the auditorium for which catering may be requested. The Operator must be willing to make reasonable efforts to work with the Museum and Film Theatre to cater for these events.

The café/restaurant is required to be open at a minimum:

April - September:

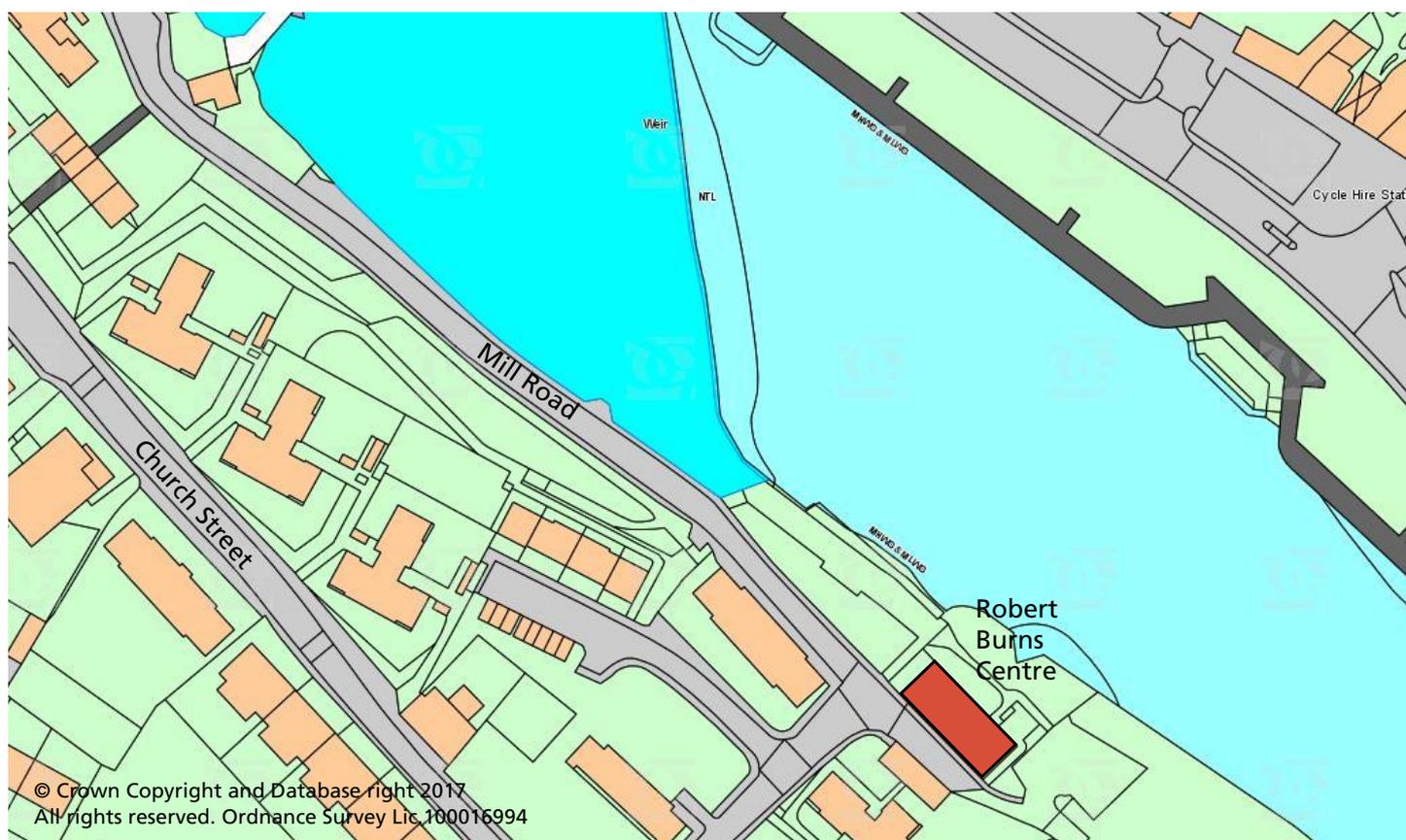
Monday - Saturday 11am - 4.30pm;

Sunday 2pm - 4.30pm

October - March:

Tuesday - Saturday 11am - 4.30pm

The Operator may extend beyond this minimum into the evenings by agreement. The café/restaurant has its own access arrangements and can operate outwith the opening hours of the Robert Burns Centre.



The opening hours and the level of service provided will be by agreement with the Museums Curator who will monitor the quality of service delivered. It is important to point out that the quality of service expected must be compatible with the high standard of the Robert Burns Centre.

The agreement will be for a minimum period of five years. The successful tender will be selected on the basis of level and quality of service offered.

The Council will not bind themselves to taking any tender submitted.

When submitting the tender you should give evidence of your experience in the catering trade, sample menus of the type of fare to be provided and a sound business plan. Please include any ideas you might have to increase the current level of business including marketing and development. N.B. These should be referenced in the submission form. Please see tender document attached for guidance.

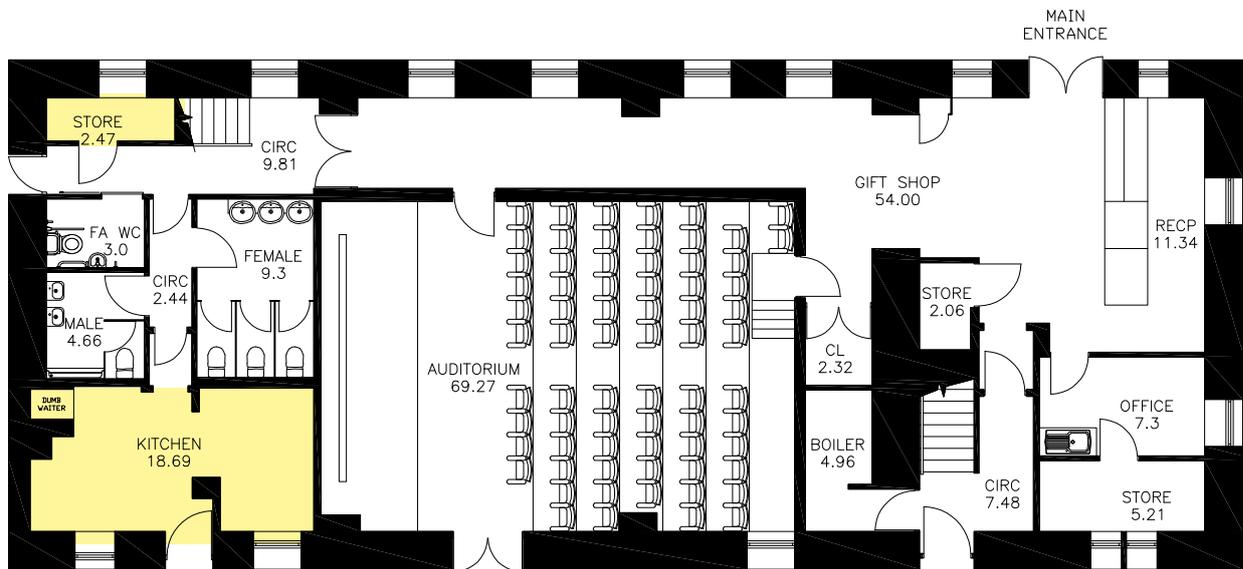
Details

- Seating for up to 45, overlooking the River Nith and Whitesands area of Dumfries.
 - The upstairs bar, counter and restaurant area is connected to the downstairs kitchen via a dumb waiter. There is also a dry store downstairs.
 - The landlord will provide and be responsible for the repair due to normal wear and tear of essential kitchen equipment including oven, grill and refrigerators. The tenant may wish to provide additional equipment, but will be responsible for all repairs to it.
 - The tenant shall provide pots, pans, crockery, cutlery and glasses, and shall be responsible for their replacement.
 - The tenant is responsible for all café staff Health and Safety arrangements, Hygiene certification and cleaning.
- An annual rental will be payable. A rental of around £6,500 is expected. This excludes a recharge for electricity and gas which is metered separately. It also excludes rates for the café including waste and water, refuse uplift and the use of a phone line. Annual PAT testing of kitchen electrical equipment is included.
 - The agreement will run for a period of five years and may be renewed.

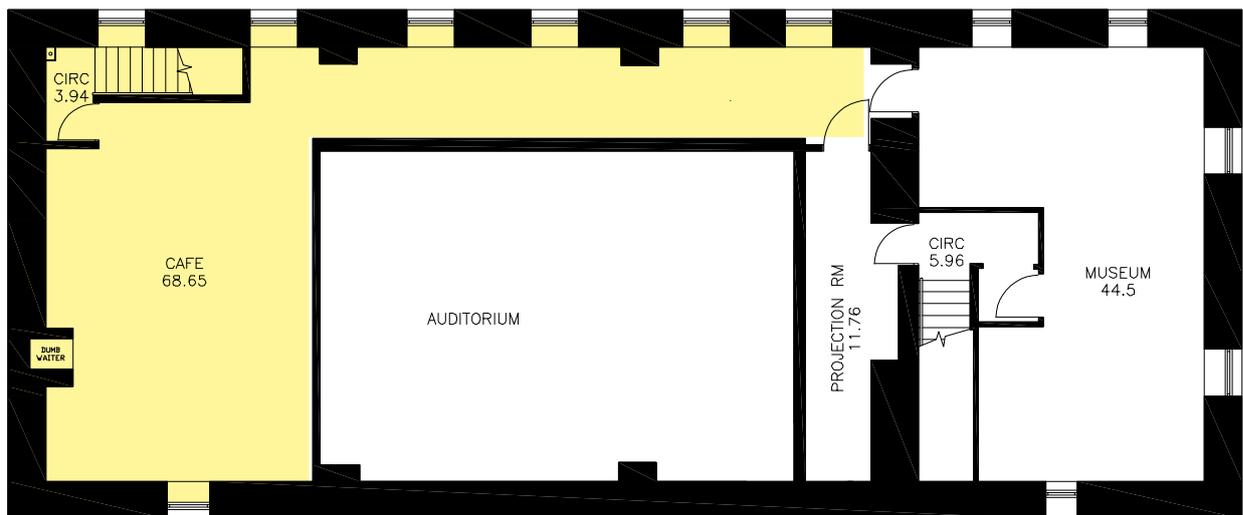
The closing date for the submission of tenders is noon, 29 September 2017.

Offers, including all supporting documents, are to be submitted in a sealed envelope addressed to Siobhan Ratchford, Museums Curator, Dumfries Museum, The Observatory, Rotchell Road, Dumfries, DG2 7SW and marked: *Offer for the let of the café/restaurant facility, Robert Burns Centre.*





Ground Floor



First Floor

Dumfries and Galloway Council give notice that:

1. The particulars are set out as a general outline for the guidance of intending tenants and do not constitute, nor constitute part of, an offer or contract.
2. All descriptions, dimensions, areas, photographs and reference to condition, necessary permissions for use and occupation, and other details, are given without responsibility and any intending tenants 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. Where dimensions are shown, these are approximate only.
3. Included systems and appliances are un-tested and let as seen and no warranty is given. Prospective tenants should make their own investigations and enquiries.
4. Neither these particulars nor any communications by Dumfries and Galloway Council relative to the lease of this property or any part thereof shall be binding upon the landlords (whether acted on or otherwise) unless the same is incorporated within a written document signed by the landlords or on their behalf and are tested in conformity with Section 3 of the Requirements of Writing (Scotland) Act 1995 or granted in pursuance of any such document.

Tender Submission Document - Confidential

Robert Burns Centre Café/Restaurant

In order for Dumfries and Galloway Council to measure your potential suitability as a tenderer for the occupation of the Café/restaurant at the Robert Burns Centre, please complete the following questions as thoroughly as possible. Alternatively you may respond in your own format but cover all the points below.

The information you supply will remain confidential and will not be shared with any other party.

1. Company Name
2. Address of Company
3. Name of Company Representatives
4. Address of Company Representatives
5. List current suppliers
6. List potential suppliers
7. Detail any current or past financial challenges/difficulties you or your company has faced

8. Detail how you would operate the café/restaurant. This should include days and hours of opening (which should meet the minimum requirements of the service) and can include outline menu (please attach separately).

9. Detail the markets you would like to develop and explore and how you would promote your business.

10. How would you support our local customers and groups

11. Detail how you would promote your business - locally and nationally

12. Any other information:

The closing date for the submission of tenders is noon, 29 September 2017. Please return this document in a sealed envelope marked 'Offer for the let of the Robert Burns Centre Cafe'/Restaurant' addressed to:

Siobhan Ratchford, Museums Curator, Dumfries Museum, The Observatory, Rotchell Road, Dumfries, DG2 7SW