**Mobile Catering Opportunity - Illogan Park**

**Included in this pack:**

* Specification
* Copy of the Council’s Management of Contractors Policy including details of Health and Safety Requirements
* Copy of the Council’s Quotations and Tenders Policy
* Return Sheet

**Please return to the Council in the envelope provided:**

* The Return Sheet completed with all sections you would like to quote/tender for
* The Contractor Competency Form (found in the Management of Contractors Policy pages 4 and 5)

All paperwork must be received, in a sealed envelope marked ‘Mobile Catering Opportunity - Illogan Park’, in the Council Office by 12 noon on the Monday 7th January 2019. The paperwork can be posted or hand delivered.

Illogan Parish Council reserves the right to obtain references and complete Companies House or other relevant searches.

If you have any queries please do not hesitate to contact the Clerk, Sarah Willsher, using the above contact details.

**Mobile Catering Opportunity - Illogan Park**

Illogan Park is situated between Paynters Lane End and Park Bottom. There is a rugby pitch, football pitch, changing facilities, children’s play area and a garden area in the Park.

**Objectives**

The Council aims to offer pitch for a fully self-contained and licensed mobile catering unit to supply non-alcoholic beverages and light snacks at Illogan Park. The unit will be clean, attractive and environmentally friendly.

**Description**

Rent for the mobile catering pitch will be £20 per week.

Rent is payable in advance of the operation 1 month rent (to be as a deposit bond, repayable upon cessation of contact if appropriate) and monthly payments in advance each month after.

The contract duration is initially one year with the potential to extend for a further 2 years if all parties are happy at the end of the 1st year.

The annual rent is subject to review on the 2nd and 3rd anniversary date of the agreement.

Trading is permitted through daylight hours only and not before 8am.

The operator is responsible for obtaining the necessary street trading licences from Cornwall Council.

The operator is responsible for any Non-Domestic Rates (i.e. business rates), or any similar charge, levied by any statutory authority in respect of the refreshment operation.

The operator is required to provide a suitable trading vehicle which meets the minimum standards to ensure safety in food preparation, is appropriately taxed, insured etc. The vehicle must be registered in accordance with the Article 6(2) EC Regulation 852/2004 which defines food hygiene as meaning 'the measures and conditions necessary to control hazards and to ensure fitness for human consumption of a foodstuff taking into account its intended use'. Please provide a detailed description of your offering and a photograph of your unit.

Operators are required to propose, with their tender, a range of food and drinks to be sold for the term of the contract. Any change to this range of products is to be agreed with the Council in writing. No tobacco products or alcoholic beverages are to be offered for sale.

The operator will be responsible for keeping the area around the site clean and free of debris associated with the consumption of food and drink purchased from the trading vehicle. The operator must provide additional bins adjacent to their unit to provide customers with somewhere to put their rubbish.

The operator will be responsible for the price of products on sale.

The operator shall register the business in accordance with Article 6(2) of Regulation 852/2004. The caterer must be registered with the local authority (Cornwall Council) and must provide copies with the tender.

You must power yourself and generators used in site must be the low noise or silenced type.

Water is not available on site.

All food handlers must be qualified in accordance with the serving and preparation of foods i.e. Chartered Institute of Environmental Health Food Hygiene for Catering / Food Safety (the certificate must be available on request) and maintain high standards of personal hygiene by keeping themselves and their clothing as clean as possible.

The operator shall maintain records recording temperatures of food in respect of delivery, storage, preparation, transportation and display for sale.

The operator must comply with all relevant legislation including but not limited to the Food Safety Act 1990, and any regulations made thereunder and with the Food Hygiene (England) Regulations 2006, Regulation EC 852/2004 and Regulation (EC) 178/2002.

The operator must comply with all requirements for health, safety and welfare of any person in or near the catering operation. The Council retains the right to suspend or terminate all or part of any operation in the interests of public safety.

The operator is required to comply with the Health & Safety at Work Act, the Management of Health & Safety at Work Regulations, Environmental Health Regulations and all other relevant legislation.

The operator must comply with all relevant statutory provisions, rules, regulations, order, directors or byelaws. The operator must retain records of any injuries or accidents. The operator must make adequate provision for the health and safety of the public and any other third parties that may be affected by the work activities associated with the agreement.

Tenderers will need to show evidence of a full and proper employer’s liability insurance in the sum of not less than £10,000 (if applicable) and public liability insurance in the sum of not less than £5,000.

Operators will need to supply a mobile telephone number on which they can be contacted at all times that they are trading.

**Mobile Catering Opportunity - Illogan Park**

**Return Sheet**

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| **Company Name:** |  |
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| **Contact Name:** |  |
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| **Company Address:** |  |
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| **Company Email Address:** |  |
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| **Company Telephone Number(s):** |  |
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| **I confirm that I am able to comply with all Health and Safety Requirements** | Y/N |

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| **Please describe your offering and the range of food and drinks to be sold:** | |  |
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| **Please provide details of three other places you complete similar work:** | | |
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| **2** |  | |
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| **3** |  | |
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| **Please provide the name and contact details for three referees:** | | |
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| **1** |  | |
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| **2** |  | |
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| **3** |  | |
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**I confirm that the above information is correct and that I am authorised to submit this return sheet on behalf of the company:**

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| **Name:** |  |
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| **Position:** |  |
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| **Signature:** |  |
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| **Date:** |  |