

TELSCOMBE TOWN COUNCIL



SEASONAL CONCESSION OPPORTUNITY

Telscombe Town Council would like to offer a Concession site suitable for Mobile Refreshments at Chatsworth Park



- Rental period to take place for Summer 2020.
- The proposed location would be on a large green space on Ambleside Avenue although other locations will be considered.
- The kiosk must be fully functional as there are no services available on site.
- Application deadline to Telscombe Town Council offices is 1st May 2020, to be reviewed by Monday 11th May 2020.
- Sealed applications should be sent marked Private & Confidential to The Town Clerk, Telscombe Town Council, Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, East Sussex, BN10 7ES
- Applicants will be evaluated through scoring of both the quality of responses and financial bids, although Telscombe Town Council are not bound to accept the highest bid.
- The successful tenderer will be personally responsible for having all their own relevant insurances, food hygiene certificates etc.

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APPLICATION FORM

Applicant Details

Name of Applicant	
Home Address and Post Code	
Telephone Number	
Email Address	
Date of Birth	
Are you and anyone you employ entitled to work in the UK?	

Business Details

Business Name	
Business Address and Post Code	
Business Telephone Number	
Business Email Address	

Insurance/Risk

With which company do you have public liability insurance with	
What is the policy number	
What is the cover period	
What is the amount of cover (£m)	
Have you undertaken a risk assessment for your intended operation	
What measures have you put in place to eliminate or reduce risks identified	

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Questions for proposed tender

<p>Please advise the dimensions of the kiosk and description of proposed set up</p>	
<p>Please specify what products you will be selling</p>	
<p>What are your suggestions to enhance the area and potential visitors to the kiosk?</p>	
<p>Telscombe Town Council are taking steps to work towards carbon neutrality and environmental sustainability. Please explain how your business will engage with the community and where possible, support a positive environmental impact.</p>	
<p>Are there any other details to take into consideration with your tender?</p>	
<p>Proposed days of operation</p>	
<p>Proposed times of operation</p>	
<p>Please confirm what you would be willing to offer as a monthly licence fee.</p>	

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TERMS AND CONDITIONS

1. The contract between Telscombe Town Council and the tenderer will commence once payment is received and the licence has been issued.
2. The Licence is to be signed within fourteen days following written acceptance of the tender from Telscombe Town Council.
3. The Licensee must provide a copy to Telscombe Town Council of all relevant insurances & risk assessment prior to commencement of operations.
4. The Licensee is required to comply with all food legislations and with any requirements made by the Environmental Health Officer and provide evidence to Telscombe Town Council prior to commencement of operations of relevant registration and food hygiene rating.
5. Under the Asylum and Immigration Act 1996 we require sight of documentary evidence that everyone we grant consent to, as well as those working for them, are legally entitled to work in the UK. We therefore ask all applicants to confirm they have a right to work and we may ask for further proof of the type listed below. You do not need to send these documents with your application, but we may require you to produce them to us and we may copy them. The types of documents that can be used to prove entitlement to work in the UK are:
 - a. A valid UK passport
 - b. A certificate of right of abode
 - c. A valid passport or ID card of a state which is part of the European Economic Area Agreement
 - d. A valid registration card which permits you to take up employment
6. Telscombe Town Council accept no liability for damages, costs, claims, loss or injury which may occur to property or person.
7. The Licensee shall not, without written consent from Telscombe Town Council, trade business other than the retail sale of snacks and beverages as detailed in the Application Form.
8. The Licensee shall not, without written consent from Telscombe Town Council, advertise within the location of the kiosk.
9. The Licensee shall not provide, or allow permission of, entertainment including music within the location of the kiosk.
10. The Licensee and any employees should be presentable and provide good customer service at all times.
11. The Licensee shall maintain a clean and tidy site with provisions for litter disposal.

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12. The Licensee shall not sublet or assign the Licence to a third party.
13. The Licensee shall inform Telscombe Town Council should the kiosk not be open during core opening times as previously agreed.
14. No vehicle other than the kiosk shall be parked on the site.
15. Telscombe Town Council may revoke the Licence by fourteen days' notice in writing if there has been a breach of any of the conditions.