

Report on	Catering Provision at Arts and Leisure Venues
Date of Meeting	16th March 2023
Reporting Officer	Claire Linney, Assistant Director Development Kieran Gordon, Assistant Director Health, Leisure & Wellbeing
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Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1	Purpose of Report
1.1	<p>The purpose of this report is to update members on current catering provision at arts and leisure venues and to seek approval for the following;</p> <ul style="list-style-type: none"> Cafe and refreshment contract for arts, leisure and recreation venues
2	Background
2.1	<p>Cafe and refreshment contract at arts and leisure venues</p> <p>Currently there are a range of different cafe and refreshment contracts and delivery models across Council arts, leisure and recreation facilities.</p> <p>The current provision and need are detailed below. The list does not include for Seamus Heaney Homeplace, where the contract is currently in place and is not open to renewal at present.</p> <p>The proposed provision below for each venue has been considered in line with existing asset base, the target audiences and market complementarity.</p> <p>It is proposed that should the recommendations below proceed, all will be publicly tendered as lots, to allow the maximum number of local businesses to access the opportunities.</p>
2.2	<p>It is envisaged that a monthly rental fee to cover cafe hire and the access to the vending on these sites will make it more attractive and viable for an operator in the current economic climate. The rental fee for each venue will differ based on market</p>

	<p>and service conditions, asset provision, and complementarity of Council services/delivery.</p> <p>Where there is a proposal for a cafe opportunity at a venue, this will also include event refreshments and food and it is hoped that this should maximise the potential for an operator to sustain and maintain cafe viability for longer periods.</p>
2.3	<p>It is envisaged that the vending is key to provide some provision of service at quieter times.</p> <p>It is hoped that adopting this approach for the designated venues provides for:</p> <ul style="list-style-type: none"> • Greater service provision at sites; responding to customer demand and changing customer expectations. • Quality delivery: delivering through local businesses specialised in cafe and conference/event refreshment provision. • Maximisation of resources; allowing Council to deliver through a partnership model with local industry due to limited financial resource. • Economic development: supporting community wealth building by tendering key services to local businesses through a small lot based approach.
3	Main Report
3.1	<p>Burnavon, Hill of The O'Neill & Ranfurly House</p> <ul style="list-style-type: none"> • There is no current formalised contractual provision of refreshments at either the Burnavon or Ranfurly House & Hill of The O'Neill. • Whilst there is a bar facility in the Burnavon that operates during arranged performances (which is operated and managed directly by the facility), there is no refreshment provision for general users. • The cafe function in Ranfurly House historically has not been a successful venture with limitations in the service and there is a need to provide visitors to the site with hospitality options.
3.2	<p>Two separate provisions will be required to cater for visitors and users of the facilities -</p> <ol style="list-style-type: none"> 1. There is a need for conference provision of food, for a range of events and receptions at both locations. Conferences and events are a key income generator for the facilities, which complement and supplement the range of arts performances and shows that can be accommodated. 2. It is proposed that high quality vending machines (snacks, pastries, sandwiches, cold and hot drinks) which will be self-service, would be provided for use in both facilities which will bring convenience to all users as they will be able to buy refreshments quickly, on demand and beyond the standard hours offered previously. Whilst providing the traditional confectionery snacks, it is envisaged that the provision will be of a higher quality with more high price items such as pastries, scones, and sandwiches and tabletop full suite of tea and coffee choices. Suitable locations for the vending machines will be identified in the public areas of both facilities.

3.3	<p>Cookstown Leisure Centre</p> <ul style="list-style-type: none"> • There is a designated spaces along with associated equipment on site at this facility however there is no cafe currently at Cookstown Leisure Centre. This was previously delivered by a 3rd party contractor but has now expired. • There is a need for cafe provision to provide for users of the facility, and income generating services such as birthday parties and other private functions. • There is a need for vending provision (snacks, cold and hot drinks) at times when the cafe is closed or at busy times catering for parties etc.
3.4	<p>Dungannon Leisure Centre</p> <ul style="list-style-type: none"> • There is no designated spaces or associated equipment to facilitate cafe provision at Dungannon Leisure Centre. • There are vending machines which provide for some level of service for public users. • There is also a need for continued high level vending provision (snacks, cold and hot drinks) at this location.
3.5	<p>Greenvale Leisure Centre</p> <ul style="list-style-type: none"> • There is a designated spaces along with associated equipment on site at this facility however there is no cafe currently operational at Greenvale Leisure Centre. • This was previously delivered by Council but has been closed since covid restrictions first were introduced and there is no longer the financial resource available to return this to previous operational model. • There is a need for cafe provision to provide for users of the facility, and income generating and requested services such as birthday parties and other private functions. • There is a need for vending provision (snacks, cold and hot drinks) at times when the cafe is closed or at busy times catering for parties etc.
3.6	<p>Dungannon Park</p> <ul style="list-style-type: none"> • There is a designated space along with associated equipment on site at this facility however there is no cafe currently at Dungannon Park. This was previously delivered by a 3rd party contractor but has now expired. • There is a need for Coffee Shop provision to provide for users of the facility, in particular visitors using the caravanning facilities at the site. It would also support income generating of users to the park and outdoor events. • There is a need for vending provision (snacks, cold and hot drinks) at times when the cafe is closed as the site is accessible, during visitor months, for longer days.
3.7	<p>Other Recreational Locations</p> <ul style="list-style-type: none"> • For the following sites, there is no designated spaces or associated equipment to facilitate cafe provision however there are some level of vending across the following staffed sites: <ul style="list-style-type: none"> ➤ Mid Ulster Sports Arena, Meadowbank Sports Arena, Maghera Leisure Centre, Moneymore Recreation Centre, Tobermore Golf Centre

	<ul style="list-style-type: none"> There is a need for continued vending (snacks, cold and hot drinks) provision at those locations where vending provision satisfies user requirements.
3.8	<p>Proposed Procurement Route for Suppliers</p> <p>The provision of catering within venues is proposed to be completed through a publicly advertised tender process with the tender being split into lots to cater for all arrangements in each of the facilities and Centres (this means that prospective bidders can choose to bid for a lot which is most suitable to them and/or bid for all lots):</p> <ul style="list-style-type: none"> Lot 1 – Vendor for Cookstown Leisure Centre Café, including provisions for vending. Lot 2 - Vendor for Greenvale Leisure Centre Cafe, including provisions for vending. Lot 3 – Vender for Dungannon Park Coffee Shop, including provisions for vending. Lot 4 – Vendors for event and conference catering for Hill of The O'Neill and Ranfurly House and Burnavon. Lot 5 – Supplier for high quality self serve vending machines for Burnavon, Hill of The O'Neill & Ranfurly House and Dungannon Leisure Centre. Lot 6 - Vending provisions for staffed sites at Mid Ulster Sports Arena, Meadowbank Sports Arena, Maghera Leisure Centre, Moneymore Recreation Centre, Tobermore Golf Centre
3.9	<p>A further report will be brought to Development Committee for Members consideration once the proposed procurement process has concluded and this will seek to provide further recommendations for Members consideration before any contract is awarded.</p>
4.1	<p>Financial, Human Resources & Risk Implications</p> <p>Financial: It is anticipated there will be a modest income derived from adopting this approach. This will not be known until tender process has concluded.</p> <p>Human: Officer time to coordinate the procurement process and thereafter to manage the contract(s).</p> <p>Risk Management: Considered in line with relevant council policies and procedures.</p>
4.2	<p>Screening & Impact Assessments</p> <p>Equality & Good Relations Implications: None anticipated at this juncture.</p> <p>Rural Needs Implications: None anticipated at this juncture.</p>

5	Recommendations
5.1	<p>To note the contents of this report and give approval for Council to:</p> <ul style="list-style-type: none"> • Proceed to seek to procure cafe and refreshment contract(s) for arts, leisure and recreation venues as outlined in section 3.8 of this report.
6	List of Documents Attached
6.1	N/A