

# TENDER FOR CATERING FRANCHISE AT BAILDON RUGBY UNION FOOTBALL CLUB

## 1.0 Background

Baildon RUFC is located on the outskirts of Baildon, and boasts a newly refurbished clubhouse and an active membership of over 200. With matches on Saturdays and Sundays a need has arisen for the provision of a quality catering function for a captive audience.

The clubhouse is a popular location for members, spectators and visitors alike, seeking refreshments during match days on a Saturday afternoon and a Sunday morning/lunchtime.

With a membership of over 200 and catering requirements on Saturdays and Sundays, the catering franchise offers an attractive and viable business opportunity for a competent and experienced caterer.

## 2.0 The Requirement

Baildon RUFC wish to appoint a caterer to provide the following:

- Bar meals
- Visiting team meals (Saturday – adults; Sunday – children)
- Meals for other special occasions; such as Sponsors Day, President's Lunch, the Annual Dinner and themed gourmet evenings.

From time to time the caterer will also be required to provide catering for private functions booked by a member or members, and any other meals that may reasonably be requested by the club.

## 3.0 The Facilities

The club boasts a fully fitted kitchen, which may be inspected (by appointment). The clubhouse can cater for up to 100 for sit down functions and 150 for private parties.

The caterer will be responsible for the procurement and payment of gas for cooking, Baildon RUFC will be responsible for electricity consumed. An initial franchise fee of £1,200 is payable in six monthly installments of £200 from January to June.

The club is prepared to work with the appointed caterer to ensure the appropriate facilities and equipment is available.

## 4.0 Response to Tender

The club would welcome responses from competent caterers setting out how they will meet the requirements set out in section 2.0.

Your response should include:

- sample menus including pricing for each menu requirement set out in section 2.0;
- an outline of your experience in operating similar catering operations;
- details of the staff and their catering experience; and
- Management arrangements for operating the catering requirements.

In recent years the Saturday and Sunday morning trade has declined and your response should include how you would grow the business.

## **5.0 The Contract**

In return for an attractive bid, the club would be prepared to offer an initial 6 month contract, which subject to a successful review at the end of the 6 months, would be extended for a further period by mutual agreement.

It is intended that the new contract will run from the 1<sup>st</sup> January 2016.

## **6.0 The Process**

Interested caterers should respond to the tender as specified in section 4.0. It is important that all the information requested in section 4.0 is provided in your response.

Your response must be received by Baildon RUFC before 5pm on Friday 17<sup>th</sup> December 2015. They should be sent to:

The Chairman  
Baildon RUFC  
Jenny Lane  
Baildon  
BD17 6RS

Please mark your envelope "Private Catering Contract".

Following receipt of tenders the club may chose to interview one or more caterers before making a final decision.

The successful caterer will be expected to start work no later than 1<sup>st</sup> January 2015.

For further information about the contract please contact Phil Wilson, Chairman, Baildon RUFC on Tel 07850 602096.