



Burnham-on-Sea and Highbridge Town Council Café/Bar Concession

At

The Princess Theatre & Arts Centre Café and Bar Area

Burnham-on-Sea and Highbridge Town Council is inviting applications for the Café/Bar Concession at The Princess Theatre and Arts Centre, Princess Street, Burnham-on-Sea.

The Princess Theatre and Arts Centre offers arts and entertainment with a regular programme of events which attracted almost 10,000 visitors in the last financial year to see shows, in addition to regular hires of the venue spaces.

The cafe and bar space offered is a modern environment with approximately 30 covers and a large bar area for drinks. The café/bar area has a well-equipped kitchen space with commercial appliances, together with a separate storage space. One onsite parking space is provided (when available).

Scope of Services Required

There is potential for the café to be open Tuesday to Saturday between the hours of 9am and 5pm and we will require the bar service to be available for all shows and events held at The Princess Theatre and Arts Centre, this may include evenings, weekends and bank holidays.

Café/Bar Concession Requirements

The Council is seeking applications from suitably experienced parties to operate the café and bar concession at The Princess Theatre and Arts Centre.

We will require them to be employers of all personnel working in the café/bar and provide adequate staffing for the shows and events.

Be in possession of a personal licence for the supply of alcohol and apply to be the Designated Premises Supervisor of the Café/Bar area. There will be a period of a maximum of 3 months from the start of the contact, where Designated Premises

Supervisor cover will be provided to allow the concessionaire to obtain the necessary licences.

Be responsible for any costs relating to equipment leased or purchased by the concessionaire. Any electrical equipment used at the premises will be subject to PAT testing (portable appliance testing) and will be carried out by the Council.

Arrange any deliveries of goods to be made during the opening times of the café/bar.

Be responsible for the removal of all trade waste from the café/bar premises, this will include waste from drinks containers provided during shows and events and disposed of in accordance with relevant regulations and waste duty of care.

Carry out all cleaning of the café/bar area.

Health & Safety, Food Safety and Legislation

It shall be the responsibility of the Concessionaire to fully comply with the requirements of legislative Health & Safety Law and Regulations and supply a Health & Safety statement with this application. Risk assessments would be required before the commencement of the contract.

Be in possession of certification for the Control of Food Hygiene and comply with Environmental Health regulations relating to the supply of food.

Insurance

The Concessionaire must provide insurance documentation to include public liability to a minimum of £5 million.

Duration and Conditions of Contract

The Council is looking to enter a 12 month contract agreement commencing on 1st September 2025, with the option to extend to a further 12 month period.

The Council will have the right to terminate the contract early due to any breaches of the contract.

Financial Agreements

The successful applicant will enter into an agreement to pay the Council an amount £100.00 per week in addition to 10% commission of all bar sales for shows and events at The Princess Theatre & Arts Centre. Where catered events are arranged as a direct

result of a Princess Theatre & Arts Centre show, event or hire, a 10% commission will be payable to Burnham-on-Sea and Highbridge Town Council. Fees and Charges will be reviewed on 1st September 2026.

A report of bar takings and catered events (not daytime café sales) must be submitted to The Management of The Princess Theatre and Arts Centre monthly and an invoice will be sent to you monthly.

Assessment of Application

It is the intention of the Town Council to assess its decision based on 60% experience, 30% interview and 10% health and safety/legislation.

The Council will not pay any expenses which may be incurred by any applicant in the preparation of this tender or in attending an interview.

Documents Required and Process

Any Company interested in applying for this Concession Contract will need to submit the following documents:

- The Form of Application
- Health & Safety Statement
- Copy of Food Hygiene Certification
- Copy of Personal Licence for the sale of alcohol
- Copy of Public Liability Insurance (or proposal)
- A sample food and beverage menu (with prices)
- Minimum of two contact details for references, these must be business and financial contacts
- Any other information that would be beneficial to the assessment of the application, including any financial documents i.e. year end accounts for existing or former businesses operated by the applicant.

No applications will be considered that do not include the requested documents.

Applications may be submitted by post or by email to:

The Town Clerk

Burnham-on-Sea and Highbridge Town Council

The Old Courthouse, Jaycroft Road

Burnham-on-Sea TA8 1LE

Email: townclerk@burnham-highbridge-tc.gov.uk

Applications must be submitted by noon on Monday 14th July 2025. Submissions received after this date will not be considered.

Interviews for shortlisted applicants will take place on Thursday 24th July 2025.

This Concession application is administered by The Town Clerk. Any queries relating to the application process, proposed contract or the specification should be addressed to: Katherine Noble, The Town Clerk, email townclerk@burnham-highbridge-tc.gov.uk telephone 01278 788088.

Those applying who wish to view The Princess Theatre and Arts Centre Café/Bar may only do so by arranging a viewing by contacting Julie Hook, Theatre Manager theatre@burnham-highbridge-tc.gov.uk telephone 01278 784464



Form of Application – Café/Bar Concession

To Client: **Burnham-on-Sea and Highbridge Town Council**

Application in respect of: **Café/Bar Concession**

Application deadline: **12 Noon on Monday 14th July 2025**

Having read the requirements, we do hereby submit our application to operate the Catering and Bar Concession at The Princess Theatre & Arts Centre, Princess Street, Burnham-on-Sea.

I/we agree that the information supplied with this Form of Application is complete and correct.

This application offer remains open for consideration for 7 weeks from the date fixed for the submission of quotations.

In the event of our proposal being accepted we will execute a formal contract with Burnham-on-Sea and Highbridge Town Council.

Schedule of Documents enclosed:

	✓
The Form of Application	
Health & Safety Statement	
Copy of Food Hygiene Certification	
Copy of Personal Licence for the sale of alcohol	
Copy of Public Liability Insurance (or proposal)	
A sample food and beverage menu (with prices)	
Minimum of two contact details for references, these must be business and financial contacts	
Any other information that would be beneficial to the assessment of the application, including any financial documents i.e. year-end accounts for existing or former businesses operated by the applicant.	

Date:

Contractor:

Address:

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Signature: