

## **JACKSONS LANE**

### **Invitation to tender for café/bar function at Jacksons Lane**



### **NORTH LONDON'S CREATIVE AND CULTURAL HUB AND THE UK'S LEADING SUPPORTER OF CONTEMPORARY CIRCUS**

Jacksons Lane is north London's leading artistic hub. Since 1975, the Highgate-based arts centre has connected people and bridged communities through artistic expression, live performance and participation projects. Jacksons Lane, with its 170-seat theatre, is currently funded by Arts Council England, among others, and has a strong room rental business.

Jacksons Lane is uniquely placed in the cultural landscape as it is by far the leading venue for contemporary circus in the UK. Alongside our artistic programme Jacksons Lane also has a thriving programme of family performances, private hires for both local and national arts organisations and occasional comedy nights. All these audiences utilise Jacksons Lane's café and bar.

Our participation projects use circus and creative activities to reach children in Haringey (and sometimes further afield) who need support. From providing circus equipment to children to allow them to practice during the lockdown, to working with artists to create circus at home tutorials, our participation projects all feature artistic activities. We have a strong older adult's programme both at Jacksons Lane and around Haringey, with many older adults using the café and centre and as meeting place after classes or during the day. Our annual Christmas Day event supports lonely and vulnerable older adults by inviting them into Jacksons Lane for a Christmas lunch, so no one is alone on that day. We've been running the event for 45 years and even through Covid-19 we were able to provide 283 festive hampers crammed full of festive food, drink and gifts on Christmas Day. In addition to showcasing more live contemporary circus performances than any other venue in the UK, we support more than 400 circus artists each year through commissioning, producing, mentoring, residencies, rehearsal space and advocacy.

Our commercial hires and events business constantly brings new visitors into Jacksons Lane, whether they are here to see the opera or Ricky Gervais' latest stand-up routine they'll certainly be talking about it at the café and bar. Our theatre is also hired by local schools and colleges for end of term showcases where friends and family will gather to celebrate students' achievement.

Jacksons Lane was founded on community and that still plays a massive part in who we are today. We run monthly lunch gatherings of older adults, computer classes for those wanting to improve their IT skills and a welcoming and open café for anyone to come in and enjoy our atmosphere. We pride ourselves on making the arts accessible to everyone and ensuring that we offer a low-cost food and beverage option always is key for the success of our café and bar.

Since November 2020, work has been underway on-site to transform the venue in a major redevelopment project that will vastly improve the facilities at Jacksons Lane.

The wide-ranging redevelopment project aims to improve accessibility, create a better audience experience, modernise the studio spaces and provide a flexible working environment. This project represents the largest change to Jacksons Lane's building since it opened as an arts centre in the 1970s.

The bar and café will be upgraded significantly as part of the building redevelopment project. Our ambition is that these facilities will become a destination, attracting people to visit Jacksons Lane outside of shows and events.

As a registered charity all our profits are put straight back into Jacksons Lane to continue to support our projects, artists and work.

Jacksons Lane has a core team of 11 members of staff supported by a small group of dedicated and hardworking casual workers and volunteer staff. We pride ourselves on our commitment to the organisation and the work that Jacksons Lane produces.



## **THE CAFÉ AND BAR SHOULD SUPPORT AND FURTHER ENCOURAGE THE ETHOS AND CREATIVITY OF JACKSONS LANE**

Jacksons Lane is seeking an exciting and creative caterer to manage and run the onsite café and bar operations at Jacksons Lane.

The redevelopment project has significantly improved the café, bar and foyer facilities and has been designed to create a true destination venue. Whether it's a family visit for a show, a business lunch meeting or evening drinks Jacksons Lane will be the place to be.

Our vibrant atmosphere is created by the diverse nature of our visitors, having a caterer that understands the importance of this and shares our vision for creating a welcoming space for all our visitors is vital for the growth of both Jacksons Lane and its café and bar. Pre-Covid, Jacksons Lane welcomed over 60,000 people through its doors every year, and this will increase with the redevelopment project.

Jacksons Lane has a 170-seat theatre with an almost constant year-round artistic and commercial programme, a 120-person event space ideal for weddings, private parties and large workshops, four smaller 30-person rehearsal spaces with a seven-day-a-week timetable of classes and courses, a private meeting room and three staff offices. Situated in the main foyer, opposite the welcome desk, the café and bar is perfectly positioned to greet and serve everyone who comes into the venue.

The venue is open publicly from 10:00am to 10:00pm Monday - Saturday and 10:00am to 6:00pm on Sundays, with later finishes for events throughout the year. The café and bar will have space for 32 people to be seated with a further 26 people seated in the remaining foyer spaces, the overall foyer has a maximum capacity for 120 people. There will also be outside seating for 12 people on the terrace. Food and drink can be consumed in the foyer area.



## CAFÉ AND BAR OBJECTIVES

We require an experienced, creative and driven caterer to set-up, manage and run our onsite café and bar. You need to be able to work with the Jacksons Lane team to create a destination venue that attracts customers and audiences from all over the UK. You will need to:

- Create and develop a brand for the café and bar at Jacksons Lane
- Be open and welcoming to all customers during the buildings public opening hours
- Be a key holder for any work that needs doing outside of our public hours
- Offer a selection of hot and cold food, alcoholic and non-alcoholic drinks, all of which should be of good quality, using local, fresh and seasonal ingredients where possible
- Provide menu options that suit everyone who comes into Jacksons Lane from young children and families through to older adults, artists and other visitors to the venue, the menu/hot drinks menu must always include a low-cost option throughout the day
- Provide menu options that cater to the most common dietary requirements with care taken around allergens and compliance with Natasha's Law
- To be responsible for observing all health and safety legislation pertaining to the café and it's offer, including but not limited to food safety and hygiene and Jacksons Lane's premises licence
- Support Jacksons Lane's Social Lunch project by providing £5 meals to a group of 30-40 older adults once a month supported by Jacksons Lane's creative learning department
- Have a clear commitment to sustainability and a responsible attitude to the wider environment and Jacksons Lane's environmental policy
- Have a commitment to improving revenue through marketing initiatives, promotions and collaborations with Jacksons Lane
- Be eager and willing to engage with Jacksons Lane's staff, customers and activities
- Maintain sufficient, competent, staff so that the café and bar operations can run effectively
- Demonstrate a good track record, a viable business and provide a forecast cash flow detailing how they expect to build the business
- Have an ability to also cater large weddings and events alongside the normal operation of the café and bar



## JACKSONS LANE'S OFFER

Having recently valued the property in comparison with other local establishments with an estate agent Jacksons Lane proposes the following terms

1. The contract will commence from 1 November 2021
2. The initial contract will be reviewed by both parties after a term of 6 months active and consecutive trading
3. There will be a monthly rental fee of £2,000.00 (+VAT) to be paid in full to Jacksons Lane on the first day of every month, the rental fee includes
  - a. Use of all facilities as listed in the Functional Catering Pack
  - b. Cost of all utilities
  - c. Use of a desk space as required in a staff office
  - d. Use of designated storage spaces
4. On top of the rental fee Jacksons Lane will take a commission of 10% (+VAT) from all sales at the café and bar
5. Jacksons Lane will be the licence holder and a member of Jacksons Lane staff will be the designated premise supervisor
6. The caterer will be required to register as a food vendor with the council
7. The caterer will be required to provide insurance and proof of adequate training for all staff employed at the café and bar
8. The caterer will be solely responsible for ensuring the café and bar are always staffed
9. The caterer will allow Jacksons Lane to use the café and bar facilities for its annual Christmas Day celebration. Jacksons Lane warrants the café and bar facilities will be returned professionally cleaned after the event

If either party wishes to cancel the contract, they must give in writing three months' notice to the party

## THE PROPOSAL

To apply please submit a proposal in any way you free comfortable detailing how you will meet the requirements of the tender. Please include:

1. Why you think your business will fit with the values, ethos and offer at Jacksons Lane
2. What makes you unique (why should we choose you)?
3. How you can compete in the local area
4. An outline of how you propose to staff the café/bar, sample menus and drinks offers including a pricing structure
5. The number of customers you expect to cater to and how you will grow the business
6. How you will work with the Jacksons Lane team to increase footfall to the venue and the catering operations

7. A cash flow, balance sheet and three-year projections detailing the turnover you expect to make
8. Examples of similar operations or work you have undertaken
9. Details of two referees
10. Your accounts for the past two years
11. How you would respond to further Covid restrictions
12. Your sustainability and environmental policies

Please submit proposals to Warrick Griggs, [warrick@jacksonslane.org.uk](mailto:warrick@jacksonslane.org.uk), by Friday 24 September 2021 should you have any questions or would like to discuss this document please contact Warrick Griggs [warrick@jacksonslane.org.uk](mailto:warrick@jacksonslane.org.uk). After receiving proposals, we will shortlist candidates for a further interview.

## **ATTACHED APPENDICIES**

### Appendix 1 - JL Food and Drink Concept

This document was developed at the start of our redevelopment project and details a suggested concept for the food and drink offering at Jacksons Lane

### Appendix 2 - Cafe Ground Plan

This is a detailed ground plan of the kitchen, café and bar area

### Appendix 3 - Stores Ground Plan

This is a detailed ground plan of the storage spaces which will be included in the café tender

### Appendix 4 - Catering Ventilation

This is a detailed drawing of the ventilation planned for the kitchen

### Appendix 5 - Catering Equipment Specification Detail

### Appendix 6 - Catering Equipment Specification