



Expression of Interest

Lease of Commercial Café and Kitchen

Singleton Visitor Information Centre

Townhead Park

Maitland Road (New England Highway)

SINGLETON NSW 2330

Overview

Singleton Shire Council is seeking expressions of interest for the lease of the café including commercial kitchen space in the brand new Singleton Visitor Information Centre in Townhead Park, Singleton.

The Singleton Visitor Information Centre is a purpose built, architect design building. The building is functional, practical and successfully marries its prominent location on the New England Highway with the green park setting.

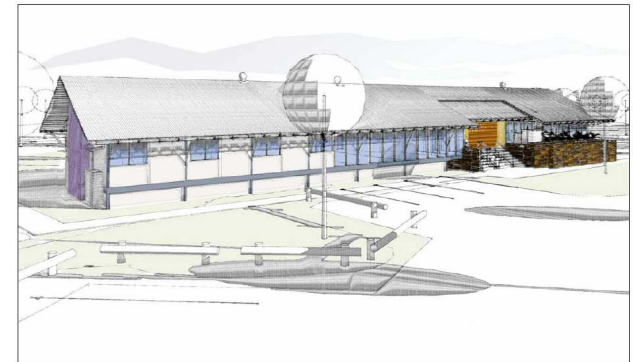
The Centre offers excellent facilities for the local community, short term visitors to Singleton and the passing traffic. Serviced public amenities, local, regional and statewide information, souvenir and merchandise sales, information and education experiences through interpretive zones and a quality café will be the key features of this facility.

Upon completion, the Singleton Visitor Information Centre will house the Visitor Information Centre Coordinator and tourism staff, an office for Singleton Chamber of Commerce and Industry Inc and the Singleton Driver Reviver on approximately 6 holiday weekends/periods through out the year. The Visitor Information Centre is a 7 day per week operation – from 9:00am to 5:00pm, 362 days per year (Closed Christmas Day, Boxing Day and Good Friday only).

The centre has a meeting room which will be available for hire to the general public. The meeting room will seat approximately ten delegates in board room style. It would be desirable that a conference/meeting catering package be available from the successful lessee.

The facility is owned and operated by Singleton Shire Council. C&W Construction will commence construction of the building on/about 1 September 2009. It is expected to take approximately 6 months to complete.

A floor plan of the building is included in this document for your reference. For further information about the café or the Visitor Information Centre please contact Salena Kearney, Manager Tourism on 02 65787214 or 0407787260.



The Process

The process for the appointment of a lessee for the Singleton Visitor Information Centre Café and Kitchen Space is as follows:

Step	Detail	Closing Date
Call for Expression of Interest	<ul style="list-style-type: none"> • Advertised in Singleton Argus, Newcastle Herald and Sydney Morning Herald • Expressions of Interest Documents are downloadable from www.singleton.nsw.gov.au • Expression of Interest Forms are completed by applicants and returned to: Salena Kearney Manager Tourism Singleton Shire Council PO Box 314 Singleton NSW 2330 • Expressions of Interest close COB, Wednesday 30 September 2009. 	<ul style="list-style-type: none"> • Expressions of Interest close COB, Wednesday 30 September 2009.
Selected Tender	<ul style="list-style-type: none"> • Based on the information received in the Expression of Interest, a number of applicants will be selected to complete the Tender Process 	<ul style="list-style-type: none"> • Selected Tenders will be called in October 2009
Tender Awarded and Consultation and Fit Out	<ul style="list-style-type: none"> • The successful applicant will be awarded the tender and a letter of acceptance issued by Singleton Shire Council • Consultation with Singleton Shire Council, C&W Construction and the Lessee will commence to determine the appropriate location for services • The fit-out by Lessee will commence 	<ul style="list-style-type: none"> • November 2009 and beyond

The Café and Kitchen Space

The café and kitchen space in the Singleton Visitor Information Centre is a blank canvas for you to fashion to suit the operation and service of your business.

Singleton Shire Council Provisions

Following is a list of the services which are provided to the café and kitchen by Singleton Shire Council:

- Café Space = $8680 \times 9035 = 78.4\text{m}^2$
- Kitchen Space = $3850 \times 5160 = 19.8\text{m}^2$
- Open Air Timber Deck = $8680 \times 3150 = 27.3\text{m}^2$
- Air conditioning in café space
- Power including three phase to kitchen (location in consultation with successful lessee)
- Natural Gas provision to kitchen (location in consultation with successful lessee)
- Water to kitchen (location in consultation with successful lessee)
- Floor waste services to kitchen (location in consultation with successful lessee)
- Grease trap (to be serviced by lessee)
- Designated bin storage area
- Quality, serviced public amenities
- Fresh foliage maintained planter boxes around perimeter
- Excellent highway frontage

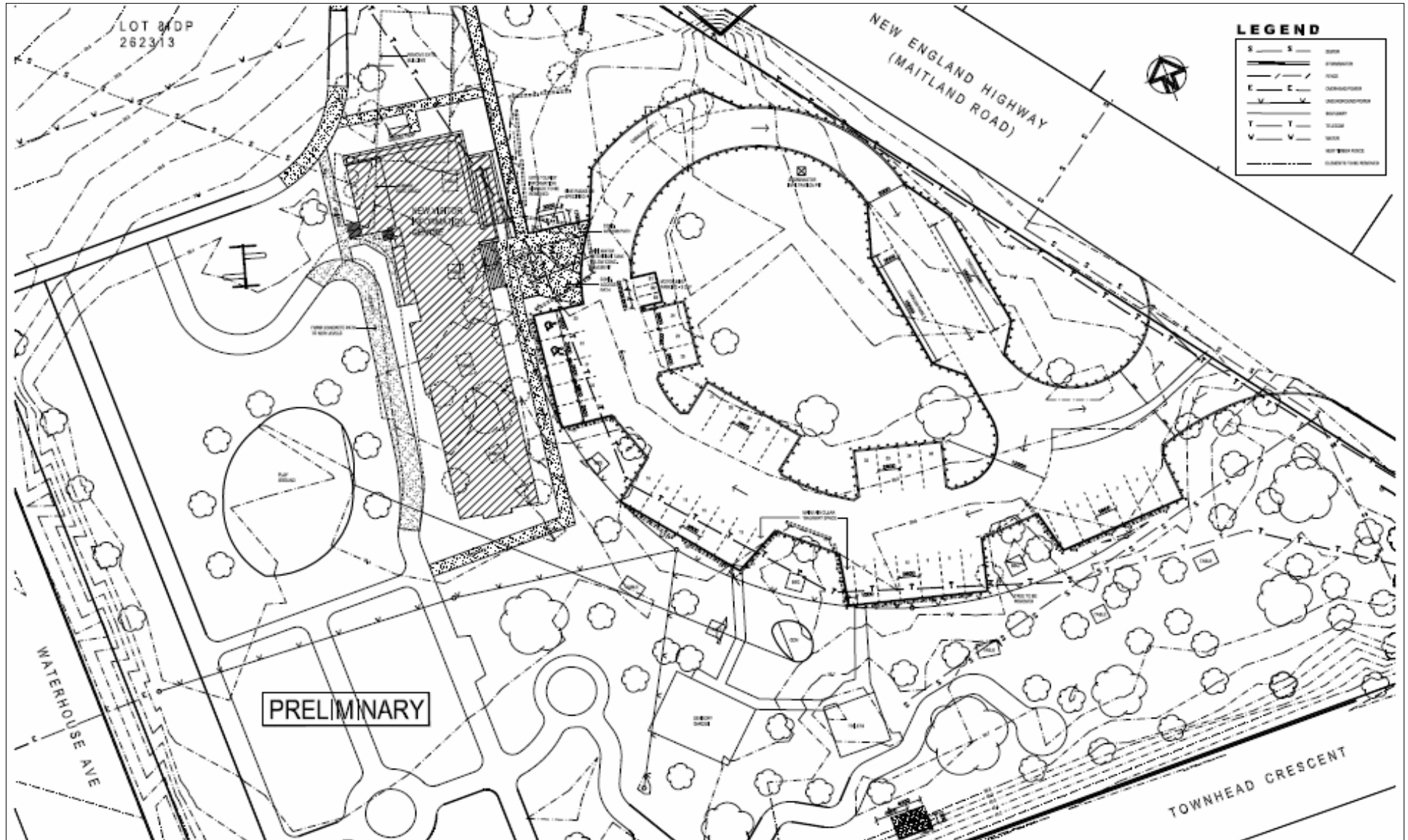
Lessee Provisions

The café, including timber deck and kitchen fit-out to meet legislative and occupational health and safety regulations is the responsibility of the successful lessee.

Following is a list of the services which are to be provided by the lessee:

- Fit out of kitchen including:
 - Floor and Wall Finishes and Fittings
 - Benches, sinks and taps
 - Stoves, washer and appliances
 - Fridges/Cool rooms etc
- Fit out of café including:
 - Floor finishes
 - Furniture, decorations etc
 - Service area and equipment etc
- Open Air Deck furniture, umbrellas etc
- Waste bins and collection

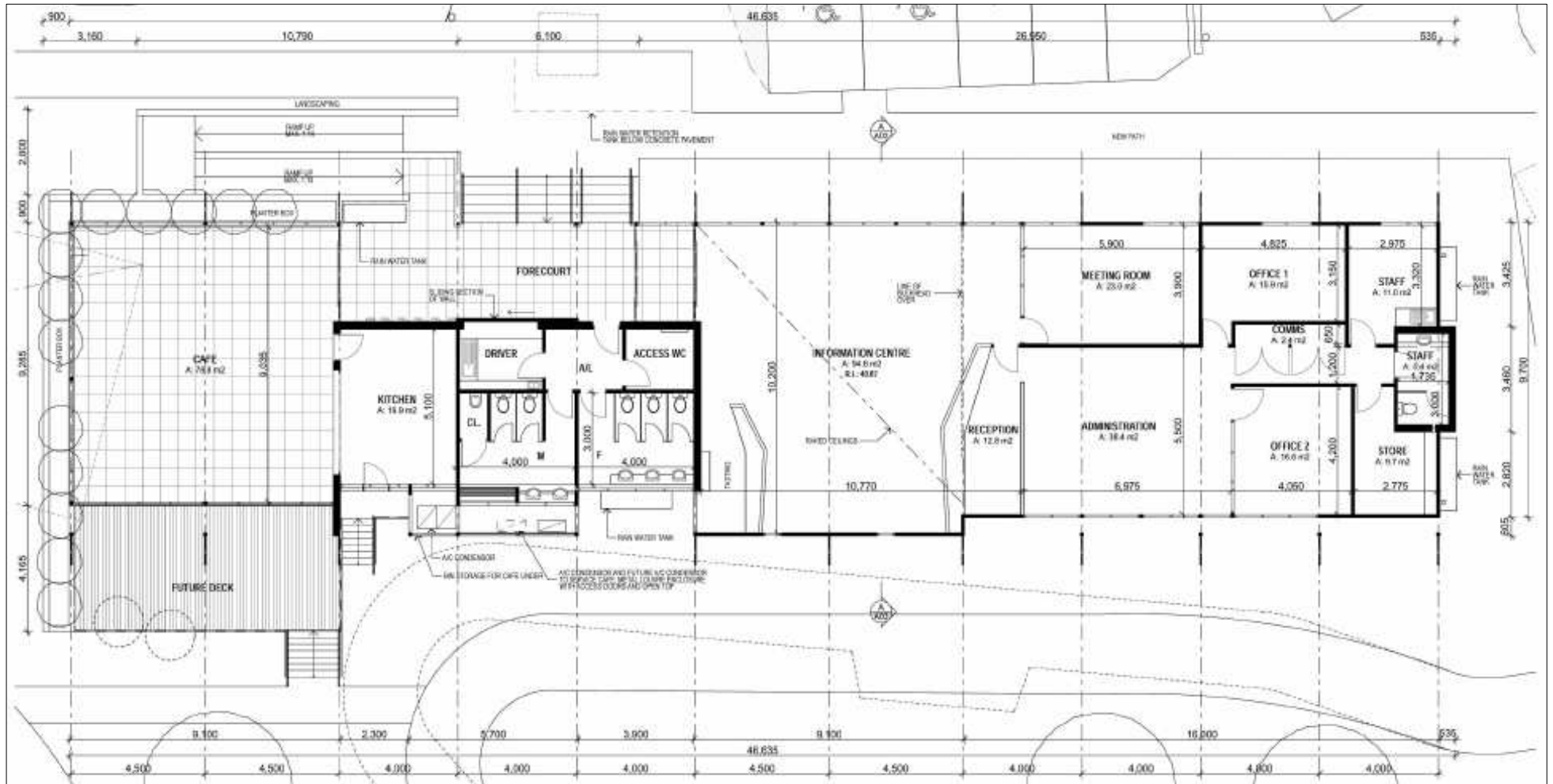
The Site Plan



The Aerial View



The Floor Plan



Expression of Interest Form

Please complete the following information by **Wednesday 30 September 2009** and return to:

Salena Kearney
Manager Tourism - Singleton Shire Council
Queen Street (PO Box 314), SINGLETON NSW 2330
Fax: 02 6572 4197 – Email: skearney@singleton.nsw.gov.au

Please feel free to attach any supporting documentation you feel is relevant to this EOI.

Contact Details

Name:			
Company Name: <small>(if applicable)</small>			
Mailing address:			
Phone:		Fax:	
Email:			
Proposed parties to the lease: <small>(state full name and name of any registered business)</small>			

Previous Experience

Please provide details of previous industry experience which demonstrates your ability to succeed in this venture:

Experience One:	
Experience Two:	
Experience Three:	

Please provide contact details of for three relevant referees:

<p>Referee 1:</p> <p>Name Company Address Phone</p>	
<p>Referee 2:</p> <p>Name Company Address Phone</p>	
<p>Referee 3:</p> <p>Name Company Address Phone</p>	

Quality Assurance

Please provide a sample menu which demonstrates the type and style of cuisine and service you would provide as the successful lessee:

Menu Item 1:	
Menu Item 2:	
Menu Item 3:	
Menu Item 4:	
Menu Item 5:	
Menu Item 6:	

Please provide details of the level of finish and furnishings you would propose to fit out the Café, Deck and Kitchen Space:

Questionnaire

It is the desire of Singleton Shire Council to work with the successful lessee to ensure a co-operative and successful lease arrangement is reached from the Singleton Visitor Information Centre. This ensures viability for the successful lessee and quality and consistency for the consumer. To assist in ensuring this is achieved, a brief questionnaire has been developed. Please complete this and return it with your expression of interest documentation.

Please Note: these figures and timeframes are indicative only and will be negotiated with the successful lessee prior to the completion and execution of a formal lease.

Please nominate what your desired lease term would be:

- 1 Years + 1 Year Option
- 2 Years + 2 Year Option
- 10 Years + 10 Year Option

- 5 Years + 2 Year Option
- 5 Years + 5 Year Option
- Other, please nominate: _____

Please nominate what rate per square metre you would be prepared to pay as the successful lessee:

\$ per square metre, per annum

If you have any further comments in relation to the lease, which you wish to be considered, please list them below:
