



**PEAK
DISTRICT
NATIONAL
PARK**

INVITATION TO RENTAL TENDER

PEAK DISTRICT NATIONAL PARK AUTHORITY

**THE REFRESHMENT ROOM
PARSLEY HAY CYCLE HIRE CENTRE**

HIGH PEAK TRAIL

2023-2026

INTRODUCTION

The Peak District National Park Authority wishes to provide for visitors to Parsley Hay Cycle Hire and Visitor Centre and Car Park (the Refreshment Room), a refreshment service that supports the local economy in a variety of ways – by employing local people, using locally produced foods or ingredients and using Fairtrade products where possible.

The Refreshment Room is located within a modern stone building at the Authority's Parsley Hay pay and display car park (grid ref: SK 1461 6377; What3words: paper.chess.bookshop). The building also houses an information and sales area, toilets and a cycle hire centre, managed by the Authority. For details of opening times, please see the Authority's website at www.peakdistrict.gov.uk/visiting/cycle/cycle-hire-centres/parsleyhay.

Parsley Hay is situated on the High Peak Trail near its junction with the Tissington Trail and provides a popular focus for visitors to this area of the White Peak. There are parking spaces for around 100 cars and the cycle hire centre alone attracts 8,000 hirers each year. The total number of visitors using the car park and recreational trails is far in excess of this figure. We want to ensure that our visitors have a great experience with us and we ask that our Refreshment Rooms meet the same standards to keep all users safe and to protect the special places we look after.

The self-contained Refreshment Room has internal dimensions of 7.3m x 2.8m with an access door and serving hatch. The room is fully fitted with worktops, storage cupboards and shelves, sink unit, wash hand basin, fridge and freezer, and a 3kw instantaneous water heater.

PURPOSE OF THE TENDER

The Invitation to Rental Tender is to provide a rental tender for:

A lease of the Refreshment Room at Parsley Hay Cycle Hire & Visitor Centre, together with the provision of a food and beverage service.

INFORMATION REQUIRED IN THE TENDER SUBMISSION

Tenders are invited for the sale of refreshments during the hours of daylight only at the Refreshment Room, Parsley Hay Cycle Hire & Visitor Centre. The successful tenderer will be offered a lease from 1 April 2023 until 31 March 2026 providing that the Authority is satisfied with regard to standards of provision and presentation, to be monitored through spot checks conducted by the Authority and reviewed periodically at meetings between representatives of the Authority and the Tenant to assess compliance with the conditions of the Lease during the term.

The Authority is seeking tenders from interested parties to provide for visitors to Parsley Hay Cycle Hire & Visitor Centre, a refreshment service that supports the local economy in a variety of ways – by employing local people, using locally produced foods or ingredients and using Fairtrade products where possible. The Authority is looking for applicants who can demonstrate that they make efforts to use locally sourced produce especially that which guarantees local traceability. Details of local suppliers who have the Environmental Quality Mark (EQM) Membership can be viewed on the EQM website at www.peakdistrict.gov.uk/eqm. The use of Fairtrade products will also be welcomed.

Special consideration will also be given to tenderers who aim to minimise the amount and type of waste it produces from the services, recycle waste and use recyclable products wherever possible.

PARTICULARS

The tendered sum will be the annual rental amount for the term of the Lease. Rent will be payable in four quarterly instalments in advance. The first payment will be calculated on a pro rata basis. The Tenant will pay all outgoings including business rates in respect of the Refreshment Room.

The respective covenants on the Authority, the successful tenderer and on both parties jointly, with regard to the occupation and use of the Refreshment Room, are contained in the draft lease document available with this Invitation to Tender. The Authority reserves the right to make changes to the draft lease and issue a revised lease for both parties to agree.

The Tenant will be responsible for all electricity used as recorded by the Refreshment Room sub meter and this will be recharged at quarterly intervals, or such other longer interval at the discretion of the Authority.

The successful tenderer should provide a regular service at the site, especially at the weekends and during the school holidays. The Refreshment Room must be open during the following times as a minimum, subject only to seriously adverse weather conditions:

- Easter to 30th April: 10.00am to 5.00pm at weekends
- 1st May to 31st August: 10.00am to 5.00pm every day
- 1st Sept to 31st October: 10.30am to 5.00pm at weekends
- 1st November to Easter: At the tenant's discretion
- For the duration of major and local recreational events – the dates, timings and estimated number of participants will be advised by the Authority in advance to facilitate service provision at the Refreshment Room. The Tenant will liaise with the Authority regarding provision for special events and activities taking place on the trails.

Only the following type of food and drink may be sold from the Refreshment Room:

- a. Non-alcoholic drinks and beverages
- b. Non-cooked food, such as ice cream, sandwiches, cakes, biscuits, sweets etc
- c. Pre-cooked foods such as pies, pasties, etc that can be re-heated

Save for the refreshments referred to above the only products that may be sold by the Tenant are those provided by the Authority being publications, leaflets, maps (which must be sold on a sale or return basis on behalf of the Authority) or other products by prior agreement with the Authority.

The Refreshment Room will be required to display the Authority's logo on any promotional material and menus by prior agreement with the Authority. The logo is to be provided by the Authority to the successful tenderer and used in accordance with the brand guidelines. Promotional material must be of a high standard and displayed as follows:

- a. Printed material must be typed (not hand written)
- b. Menu boards must be neatly chalked (where used).
- c. Signs, flags and A boards will be displayed by prior arrangement with the Authority and will be stored in the Refreshment Room overnight/when closed.

The successful tenderer will be expected to possess the basic Food Hygiene Certificate or be taking immediate steps to obtain it, as law now requires this for people handling food for public consumption. The Tenant will be requested to provide a copy of this to the Authority on a yearly basis.

Applicants are advised that there is no dedicated parking space for the Concession within the car park but the successful tenderer will be given a parking pass to use when the Concession is open.

These particulars do not constitute an offer of, nor form any part of, a contract.

Applicants will be responsible for reimbursing the Authority's costs incurred in taking up Bank References.

A copy of the tenderer's public and employers' insurance policy must be sent to the Authority with the signed Form of Tender.

The information contained within this Invitation to Tender is given in good faith but cannot be guaranteed. Applicants should assure themselves of the accuracy of any of the information contained herein by inspections and enquiry.

TENDER QUERIES

Please refer any enquiries to Catherine Johnson by tel. 01629 816 280 or email catherine.johnson@peakdistrict.gov.uk.

To obtain the full Tender Pack that contains the following information:

1. Terms & conditions and tender instructions
2. Form of tender
3. Draft lease
4. Key performance indicators
5. Non collusive tendering certificate

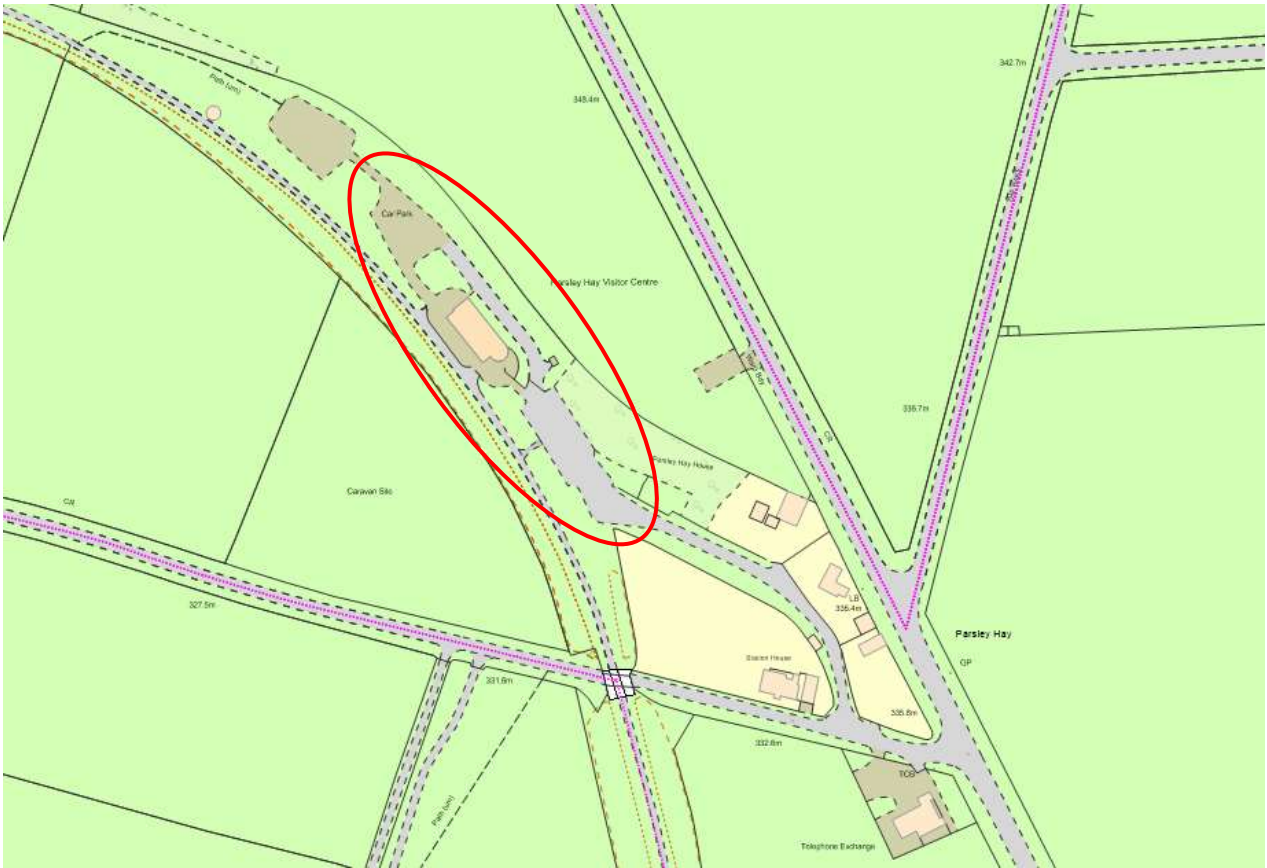
Please email Catherine Johnson on catherine.johnson@peakdistrict.gov.uk to register your interest

There should be no other contact with the Authority on this matter. Any direct contact shall result in your exclusion from this Tender.

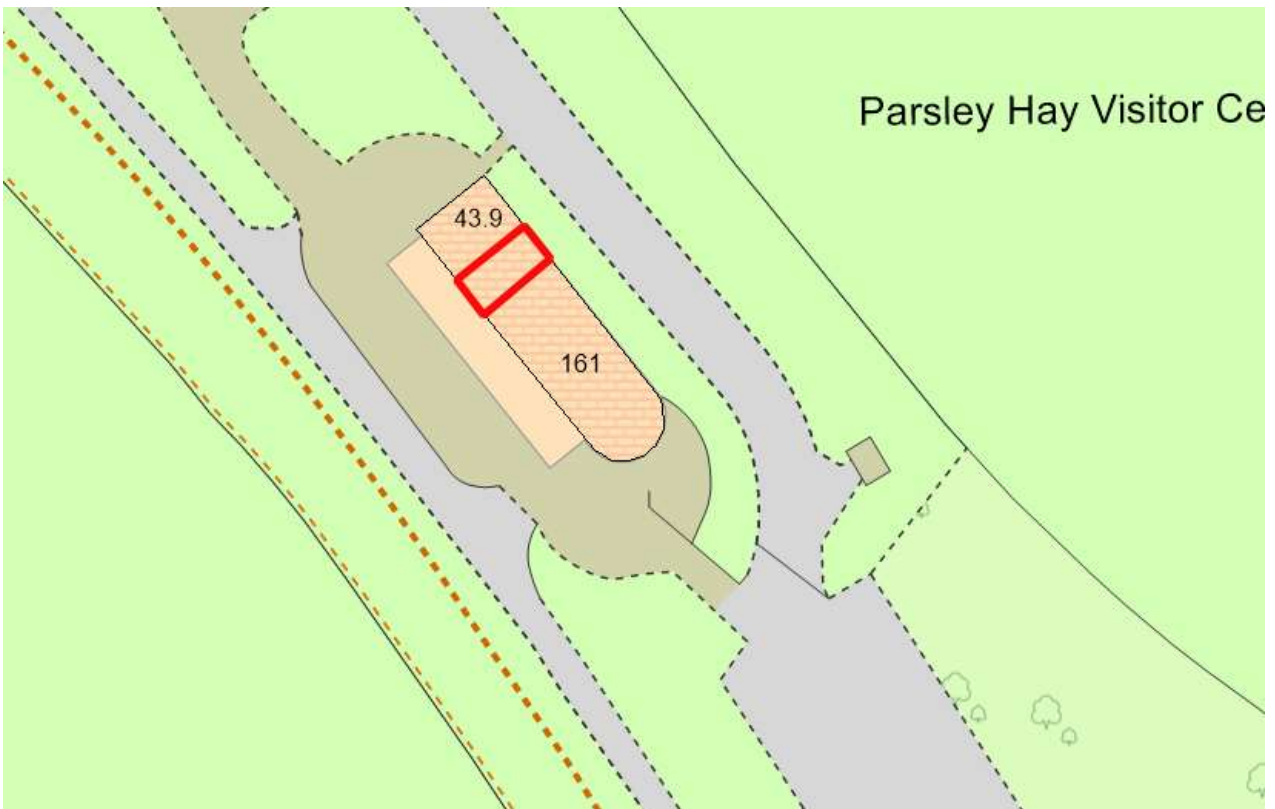
Please be aware that any queries or clarifications, together with our response may, to ensure transparency and fairness, be circulated to all undertakings expressing an interest on an anonymised basis. If you consider that your query discloses commercially confidential information you must, with or upon your query, clearly indicate which information you consider is commercially confidential and why. The Authority will then exclude this information from any circulation. Blanket statements indicating commercial confidentiality will be ignored.

Appendix –

Location Map:



Concession Location



Concession - Layout

