



**Expressions of interest (EOI) invited for a Catering Franchise (or may consider directly employed Chef) at Portchester Sailing Club, Waterside Lane, Portchester, Hampshire . EOI Closing date 30<sup>th</sup> October 2016**

Contact:- Honorary Secretary, Portchester Sailing Club, Waterside Lane, Portchester, Hampshire, PO16 9QN  
Email: [secretary@portchestersc.org](mailto:secretary@portchestersc.org) telephone (general clubhouse number): 02392 376375

**Note: This document and information provided is for information only to assist in the EOI process. It shall not be regarded as a legal agreement by either party. These requirements and associated terms etc may be incorporated into the formal franchise document.**

## 1. Introduction/background

Portchester Sailing Club (the Club) is situated in an idyllic location on the harbour-side, close to Portchester Castle at the northern end of Portsmouth Harbour.

For more general Club info please look at the Club website [www.portchestersc.org](http://www.portchestersc.org)

The catering facilities are currently located within the clubhouse. The club is developing plans for substantial improvements to the clubhouse which will affect the catering service and general Club areas.

It is anticipated that the franchise agreement will commence in January 2016. The previous arrangement ran in 2 yearly increments; this may be changed following consultation with potential suppliers, pre and post award.

The Club intends initially to grant a standalone franchise agreement to provide a food facility to support the activities of the Club. There may be future opportunities for a service contract to be run alongside the franchise which may include cleaning and other functions as determined by the Club.

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## 2. Invitation for Expressions of Interest

**The Club is seeking any interested parties to submit a brief proposal setting out initial plans for the operation, including the types and indicative prices of food/service to be offered, waiting time management, changes in routine to support Club activities, qualified catering staff availability.**

**In stating these EOI requirements the Club accepts the need for compromise and primarily seeks to develop a cooperative partnership between all relevant parties.**

Waterside Lane, Castle Street, Portchester, Fareham, Hampshire. PO16 9QN



T: 023 9237 6375 W: [www.portchestersc.org](http://www.portchestersc.org)

The proposal should be submitted together with a CV to include relevant qualifications and details of any previous, similar, business experience.

All proposals should be made in writing, marked **Catering EOI**, and addressed to:-  
Honorary Secretary, Portchester Sailing Club, Waterside Lane, Portchester, Hampshire,  
PO16 9QN.

Email : [secretary@portchesterclub.org](mailto:secretary@portchesterclub.org) Closing date 30 October 2016

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### 3. Key requirements – What do we want?

The franchise will be required to have, at the Club, appropriate levels of suitably qualified staff to provide a reasonable food offer to provide well prepared, reasonably priced food, served in a reasonable timescale to meet the core food requirements outlined in section 3.3

#### 3.1 Club Opening Hours

Club Opening hours are as of October 2015 and may be varied in future.

#### 3.2 Bar

Wednesday, Thursday 1930 to 2300

Friday 1800 to 2300

Saturday and Sunday 1200 to 1730

Other times to meet water based activities, meetings, club and private functions and the like.

#### 3.3 Core Food requirements: demand figures are estimated and are for guidance only

##### a. Weekly dining (currently in operation)

Friday 1830 until 2100 (circa 30 to 60 meals)

Saturday 1200 until 1500 (circa 30 meals)

Sunday 1200 until 1500 (circa 30 to 70 meals)

##### b. Social events support (primarily Saturday evenings),

4/5 formal dinners per year , (circa 60 meals per event)

Approximately 5 casual hot food opportunities per year (circa 50 meals per event)

c. Private events, mid-week and weekend, evening and daytime (usually Funeral Wakes) , Club Franchise will have option to provide catering.

d. Water based and training activity support (growth area – currently under represented)

e. Potential Club demand for “minimal wait” food to support section activity ie mid-week evening sailing.

#### 3.4 Expansion of catering provision.

The Franchise must understand, and acknowledge, that the Club is a private members' club, which exists for the benefit of its members. As such any incentive, by the franchise, to broaden food

provision/customer base shall not adversely affect the Club's operating costs, business status or prevent members from enjoying club facilities.

Permission, for incentives of this nature, must be obtained from the House Executive committee but will not be unreasonably withheld.

## **4. General Issues**

### **4.1 Franchise or Chef Responsibilities**

The Franchise/Chef will be responsible for:–

- a. All liabilities arising from all aspects of food supply, storage, preparation, serving, consumption and cleaning of Kitchen. This expressly includes 3<sup>rd</sup> party Public Liability insurance of at least £2million for catering staff and food consumers.
- b. Paying periodic Franchise fee which will include an agreed, reviewable, proportion of the Club's utility bills (electricity, water, business rates).
- c. Payment of relevant taxes to HMRC.
- d. Ensuring Franchisee's or Chef's employees have the right to work in the UK
- e. Cleaning of the kitchen, food preparation and servery, diners' seating area – tables, seats and surfaces in respect of food.
- f. Crockery and cutlery provision.
- g. Placing of cooking waste (except cooking oil) in Club's refuse containers.
- h. Removal of waste cooking oil from Club premises
- i. Registration with Fareham Borough Council to comply with the relevant Food Hygiene regulations.
- j. Risk Assessment. Note: The over-riding factor in the provision of this facility is safety, and this must be central to all of the Franchisee's/ Chef's actions. The Franchise / Chef must, on an annual basis, submit a risk assessment to the Club Health and Safety Officer.

### **4.2 Club responsibilities**

- a. Insurance of the club premises and other assets
- b. Supply of security locks and alarm codes
- c. General maintenance of the catering area and club owned equipment
- d. Provision of tables and chairs for Club use including diners (circa 80 seats)

- e. Reasonable assistance to maintain business continuity, expressly during any refurbishment period.
- f. Provide one parking spot close to clubhouse for caterer's use.

## **5. Club facilities (dimensions approximate)**

### **5.1 Catering area**

- a. Kitchen 20 square metres
- b. Freezer area 20 square metres
- c. Serving area 4 square metres part of lower lounge.
- d. Services: Electricity/gas/ water/ Drainage/ computer till terminal/ Club house intercom system

### **e. Galley Equipment October 2015**

Commercial gas cooker with oven, plate warmer, 2 basket deep fat fryer, Grill, microwave oven sink, 2 refrigerators, prep. table,

### **5.2 Upper Lounge and open veranda area**

Internal Seating for around 80 persons, plus balcony tables circa 25 seats

### **5.3 Lower lounge wet area**

Less formal area; includes area used to support servery operation, seating for circa 15 persons

### **5.4 Premises Tours-**

Contact the Honorary Secretary who will arrange access.  
Static tours, galley closed, available on request.  
Discrete evening / weekend visits may also be available.

### **5.5 Award criteria**

A panel will assess these initial submissions and select a small number of parties to develop their submissions and take them to a second stage.

These EOI Submissions will be assessed against the specific requirements of this EOI and also an overall assessment of the potential to develop a working relationship which benefits both parties.

### **5.6 NOTE**

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Thank you for your interest

Roger M. Smith  
Honorary Secretary