



Kingsknowe Golf Club

ESTABLISHED 1908

Tender Document for Bar, Catering and Events Operations at Kingsknowe Golf Club, 326 Lanark Road, Edinburgh, EH14 2JD

Background

1. Kingsknowe Golf Club is a Members Club, situated to the west of Edinburgh, within close proximity of all Scotland's main transport routes. The Club is easily and quickly reached from the A702 Edinburgh City Bypass and the M8 and M9 Motorways, and for residents of the City of Edinburgh and its surroundings, excellent access is gained to and from the City Centre from Lanark Road. Kingsknowe Railway Station on Kingsknowe Road South is only 5 minutes walk away.
2. Kingsknowe Golf Club has a long prestigious history dating back to 1908 when the course and Custom-built clubhouse was opened. Kingsknowe is primarily a Members Club and its primary function is the provision of social golf. Visitors and guests are most welcome to both the course and clubhouse for golf, and the function facilities are available for private hire to external groups and individuals. All users can benefit from the dining and catering facilities in the clubhouse which has a magnificent outlook over the 18th hole and the new Queensferry Crossing to Fife and beyond.
3. With a membership of around 600, the bar/catering franchise at the club offers an attractive and viable business opportunity for a competent and experienced person/s.

The Requirements

4. Kingsknowe Golf Club is a Limited Company, and the Directors of the club wish to appoint a Bar, Catering and Events Franchise to provide the following:
 - Bar snacks, coffees and pastries on a daily basis
 - Full Bar Service during clubhouse opening hours
 - Meals for club members and guests at lunch times and at weekends
 - Meals for visiting groups and teams

- Meals for clubhouse users on special occasions such as Club Events and Competitions, Annual Dinners and themed entertainment evenings
 - Catering for private functions booked by a member or external party
 - Catering for functions such as funerals, weddings and parties
 - Special offer “themed” events to coincide with televised major sporting occasion
 - A programme of entertainment for members and Guests
 - Organisation, set up and recovery, and staffing, for both internal and external events
 - Closing up and security of the clubhouse at the end of each working day. The clubhouse is open every day except New Year’s Day
5. The franchisee will be responsible for Health and Safety, Human Resource and Training, and all employment requirements associated with running the bar and catering outlet.

The Facilities

6. The club has a fully fitted kitchen, which may be inspected by appointment. The open lounge/dining area can cater for up to 100 people at events and on occasions extra space can be provided in the bar area.
7. There is an additional function space upstairs that can cater for up to 40 people. It has a fully equipped bar but does not have wheelchair access.
8. The Franchisee will be responsible by negotiation for electricity consumed; the procurement and payment of gas for cooking; and any agreed monthly rent or annual franchise fee. The need to purchase any new equipment, and the procedure for this, will be discussed at the interview stage.
9. The club views the bar and catering service as a partnership and will work with the appointed Franchisee to develop the facilities, equipment and marketing, where possible.

Staffing

10. The club does not currently employ any kitchen or bar staff. These personnel are currently employed by the existing franchisee (Food Creations) and include a full-time chef; a full-time bar manager; 3 part-time bar staff plus occasional and cover staff from within its business. Future staffing arrangements will be discussed as per your response to tender as below.
11. The Clubhouse bar and catering hours are set out in the Appendix .

Response to Tender

12. The club would welcome responses from interested parties setting out:

- the business model you would propose
- how you plan to meet the requirements set out in paragraph 4
- sample menus including sample pricing for each menu requirement as set out in paragraph 4
- an outline of your experience in similar catering/business operations
- details of staffing proposals
- management arrangements for operating the clubhouse service
- ideas for growing the business
- a draft Business Plan for the first three years
- earliest possible start date/period of notice required
- A minimum of two references must be provided and at least one must be with a recent employer or client (we will ask you before we take up the references)

13. We would welcome any of the above in writing in advance of an arranged meeting, otherwise we would expect you to bring all this information to the arranged meeting.

The Contract

14. The franchise will operate within a Heads of Agreement with the club. This will include:

- Costs to franchise
- Costs covered by the club
- Shared responsibilities
- Rental or franchise fee agreement
- Current and future staff arrangements
- Opening Hours
- Stock and audit
- Suppliers
- Capital equipment
- Repair of and replacement equipment
- Personal Licenses
- Alterations to the kitchen
- Health and Safety
- Financial arrangements
- Security
- Termination

15. If successful, a contract will be drawn up to be signed by both parties and this will cover the Heads of Agreement particulars in detail.
16. In return for an acceptable proposal, the club would be prepared to negotiate an annual contract, which subject to a successful review at the end of the first 12 months, may be extended for a further period by agreement.
17. The starting date will be [*date to be agreed with successful applicant*]

The Process

18. Interested parties should respond in writing (email accepted) that they have fully considered the tender document and wish to note their interest in taking over the franchise.
19. Following receipt of notes of interest, you will be notified that the Club would wish to issue you with an invitation to a meeting to discuss your response to the tender with the Club Manager and/or members of the Club's Bar and Catering Franchise sub-group. It is important that all the information requested in paragraph 12 is provided either prior to or during this meeting. Any further information you require at this stage should be requested from the Club Manager in writing (email).
20. Applicants who are successful at this stage may be invited for a second interview with the Club Committee or their representatives before a final decision is taken and an offer made.
21. Your response to the tender as per paragraph 18 must be received by Kingsknowe Golf Club before 31/8/19. It should be sent to:

The Club Manager
Kingsknowe Golf Club
326 Lanark Road
Edinburgh
EH14 2JD

Email clubmanager@kingsknowe.com

Telephone 07428918234

If you submit in writing, please mark your envelope "Private Catering Contract".

22. Following receipt of responses to the tender the club will contact you to arrange a meeting so that we can discuss your proposal further.
23. For any further information about the process or the opportunity to visit the Club, please contact Colin Pearson, Club Manager, at Kingsknowe Golf Club. To discuss anything with the current franchisee, Food Creations, please contact the company owner, Simon Preece on simon@foodcreations.co.uk or call 07931164896.

END: 7 August 2019