

WARWICK DISTRICT COUNCIL

Requirements for Event Catering Preferred Supplier List

- Lot 1: High Quality Event/ Reception catering
- Lot 2: Waiter Service High Quality Banqueting/
Event Catering
- Lot 3: 3. Bar Facilities and supply of alcohol

Lot 1. High Quality Event/ Reception Catering

Site	<ul style="list-style-type: none"> • Town Hall, The Parade, Leamington Spa, CV32 4AT • Royal Spa Centre, Newbold Terrace, Leamington Spa, CV32 4HN • Other locations within the District (occasional only)
Frequency	<p>As required but planned in advance. In the past 12 months there have been circa 20 events.</p>
Days & times	<p>Ad-hoc. Generally evenings and weekends.</p>
What is this for?	<p>The facilities within the Town Hall and Royal Spa Centre are available for private hire in addition to being used for civic functions.</p> <p>We are seeking experienced catering providers who are able to supply high quality fork buffets and canapés to our customers on behalf of Warwick District Council. This Lot is specific to functions and receptions taking place on our sites, ranging from a minimum of 10 covers up to a maximum of 300.</p> <p>Suppliers must be able to offer a personal, flexible service which reflects the high standards of customer service that the Royal Spa Centre and Town Hall staff adhere to. They must be able to tailor their offering to the tastes and budgets of our customers, taking into account a wide range of requirements.</p> <p>The demand can range from hot fork buffet dinners to receptions with canapés and Christmas events with mulled wine and mince pies.</p>
Requirement	<p>A maximum of 10 suppliers to provide of a wide range of catering options to include:</p> <ul style="list-style-type: none"> • Hot and cold fork buffets. • Hot and cold Canapés, desert canapés, light refreshments, finger buffets and “nibbles” <p>Event sizes vary but some receptions are for up to 300.</p> <p>We require a range of menus that WDC are able to present to our customers, and (when considered together) will provide options covering all parts of the spectrum above.</p>

	<p>Suppliers should (subject to reasonable, advance notice) be able to offer menu options that accommodate specific dietary requirements for personal, medical and religious grounds.</p> <p>For events where a bar facility is operated under Lot 3, wine and other drinks at table will be provided under that contract rather than by this.</p>
Budget	<p>Indicative ranges:</p> <ul style="list-style-type: none"> • hot & cold canapé receptions, light refreshments, finger buffets and “nibbles” at budgets of up to £10.00 per head (net of VAT) • Hot and cold fork buffets at budgets up to £25 per head (net of VAT)
Staff required?	<p>Yes – appropriate to the type of event and the requirements of the event organiser</p>
Additional Requirements	<p>Suppliers are required to provide all additional items in order to facilitate the catering of the event, (i.e. crockery, cutlery, glassware, linen and table dressing) and to meet the organisers’ requirements. Tenderers can also offer to sub-contract elements as required (e.g. for linen or floral decorations.)</p> <p>Suppliers will need to provide any mobile kitchen equipment necessary to support the catering. This must be in good working order and well maintained.</p> <p>For events at the Town Hall and Royal Spa Centre banqueting tables and chairs are provided, along with rooms/ space used to stage the cooking and preparation of food. Cooking and preparation facilities are limited at both venues and the tenderer should be as self-contained as possible.</p> <p>Suppliers are required to provide a member of staff to liaise with the customer when planning the event and also to be responsible for the supervision of the catering during the event.</p>

Lot 2. Waiter Service High Quality Banqueting/ Event Catering

Site	<ul style="list-style-type: none"> • Town Hall, The Parade, Leamington Spa, CV32 4AT • Royal Spa Centre, Newbold Terrace, Leamington Spa, CV32 4HN • Other locations within the District (occasional only)
Frequency	<p>As required but planned in advance.</p> <p>In the last 12 months there have been circa 15 events but this is an area of business which we hope to expand greatly.</p>
Days & times	<p>Ad-hoc. Generally evenings and weekends</p>
What is this for?	<p>The facilities within the Town Hall and Royal Spa Centre are available for private hire in addition to being used for civic functions.</p> <p>We are seeking experienced catering providers who are able supply high quality banqueting service to our customers on behalf of Warwick District Council. This Lot is specific to functions and receptions taking place on our sites, ranging from a minimum of 10 covers up to a maximum of 300.</p> <p>Suppliers must be able to offer a personal, flexible service which reflects the high standards of customer service that the Royal Spa Centre and Town Hall staff adhere to. They must be able to tailor their offering to the tastes and budgets of our customers, taking into account a wide range of requirements.</p> <p>Events range from charity dinners, birthday parties and wedding receptions through to mayoral dinners and meals for performers. Some hirers request silver service dining or waiter service at table.</p>
Requirement	<p>A maximum of 10 suppliers to provide sit down, silver service/ waiter served banquet catering service for 100 - 300 people.</p> <p>We require a range of menus that we are able to present to our customers, and (when considered together) will provide options covering all parts of the spectrum above.</p> <p>Presentation should enhance the attractiveness of the food</p>

	<p>served.</p> <p>Suppliers should (subject to reasonable, advance notice) be able to offer menu options that accommodate specific dietary requirements for personal, medical and religious grounds.</p> <p>For events where a bar facility is operated under Lot 4, wine and other drinks at table will be provided under that contract rather than by this.</p>
Budget	Indicative range for banqueting and event catering up to £50 per head (net of VAT)
Staff required?	Yes – appropriate to the type of event being run and the requirements of the event organiser
Additional Requirements	<p>Suppliers are required to provide all additional items in order to facilitate the catering of the event, (i.e. crockery, cutlery, glassware, linen and table dressing) and to meet the organisers’ requirements. Tenderers can also offer to sub-contract elements as required (e.g. for linen or floral decorations.)</p> <p>Suppliers will need to provide any mobile kitchen equipment necessary to support the catering. . This must be in good working order and well maintained.</p> <p>For events at the Town Hall and Royal Spa Centre banqueting tables and chairs are provided, along with rooms/ space used to stage the cooking and preparation of food. Cooking and preparations facilities are limited at both venues and the tenderer should be as self-contained as possible.</p> <p>Suppliers are required to provide a member of staff to liaise with the customer when planning the event and to be responsible for the supervision of the catering during the event.</p>

Lot 3. Bar Facilities and supply of alcohol

Site	Town Hall, The Parade, Leamington Spa, CV32 4AT
Frequency	As required but planned in advance. There have been circa 15 events in the last 12 months
Days & times	Ad-hoc. Generally evenings and weekends
What is this for?	<p>We are seeking experienced bar providers who are able supply a competitively priced, comprehensive, professional bar service to our customers on behalf of Warwick District Council.</p> <p>This Lot is specific to functions and events taking place at the Town Hall. These can range from a minimum of 10 covers up to a maximum of 300 and may take several forms including but not limited to:</p> <ul style="list-style-type: none">• Pay bar• Free bar paid for by client• Token bar• Drinks served only to table• Supply of limited range of drinks for reception event <p>Events range from charity dinners, birthday parties and wedding receptions through to mayoral dinners and civic occasions.</p> <p>Suppliers must be able to offer a personal, flexible service which reflects the high standards of customer service that the Royal Spa Centre and Town Hall staff adhere to. They must be able to tailor their offering to the requirements and budgets of our customers.</p>
Requirement	<p>A maximum of 10 suppliers to provide a wide range of alcoholic (including the option of draught beer) and non-alcoholic beverages to suit most events within the terms of the Premises Licence.</p> <p>Suppliers will be required to provide all staff, products, glassware, their own mobile bar, equipment, chillers, fridges and ice.</p> <p>PLEASE NOTE – there is no bar counter installation available to use at the venue. Where required, tenderers will need to provide a pop up bar facility or similar counter arrangement</p>

Budget	Indicative range for wide range of alcoholic (including the option of draught beer) and non-alcoholic beverages to suit most events within the terms of the Premises Licence.
Staff required?	Yes- appropriate to the type of event being run and the requirements of the event organiser. A typical event will require 2 to 4 members of staff to operate the bar efficiently.
Additional Requirements	<p>Suppliers are required to provide all additional items in order to facilitate the bar operation and to meet the organiser's requirements.</p> <p>Suppliers must provide their own refrigeration ice making and washing up facilities. Where mechanical or electrical equipment is brought on site, this must be in good working order and well maintained.</p> <p>Suppliers are required to provide a member of staff to liaise with the customer when planning the event and to be responsible for the supervision of the bar during the event.</p> <p>Warwick District Council will provide a personal licence holder to oversee management of the bar under the terms of their personal license and Premises Licence; however the Tenderer should be able to provide adequately trained bar staff who are aware of licencing responsibilities.</p> <p>For the rare occasions when WDC may not be able to provide a personal license holder, it would be beneficial if the Tenderer could provide a personal licence holder and be able to apply for a Temporary Event Notice on behalf of the customer.</p> <p>The Supplier should have the facility to be able to process cash and credit card payments during the event.</p> <p>The tenderer must also provide and operate a till system capable of providing a full record of orders and payments taken during an event.</p>