



Thank you for your interest in our resident café and bar opportunities at The East Point Pavilion. We are interested in expressions of interest for running the café, bar or both as a joint venture. Please read the following information carefully prior to submitting your proposal.

At this stage we are looking for proposals / expressions of interest only. Completing this form constitutes neither a contract nor an offer which is capable of any acceptance by any recipient. Any queries in relation to this should be directed to genevieve@firstlightlowestoft.com

The deadline for proposals is 10am Monday 30th November 2020.

Based on the strength of proposals applicants, will be invited to meet with the First Light Festival C.I.C team to progress their application the week commencing 7th December 2020 or 14th December 2020.

We will let you know if we will not be inviting you to meet us, but unfortunately we will not be able to provide feedback.

Please ensure that you have thoroughly read and understood the information provided in this document before completing the [online application form here](#).

A unique opportunity for trading within Lowestoft's newest development is now available!

Plans to revitalise Lowestoft's gateway to the beach, The East Point Pavilion, are now underway! With Hemingway Design and Hudson Architects at the helm, preparations have begun to create a thriving food hall and local events venue, injecting a new lease of life into Lowestoft's iconic seafront.

First Light Festival C.I.C are seeking expressions of interest from experienced food and drink businesses to run the in-house bar and café as our resident traders. They are also looking to hear from start-ups, traders and producers interested in leasing a space for their pop-up business.

An entirely new fit-out in a stunning pavilion with direct views of the sea in Lowestoft's South Beach tourism area makes this an attractive business opportunity for entrepreneurs hoping to reap the benefits of Lowestoft's regeneration, and to connect with local experience seekers. Supplemented by a full programme of live music, DJs and performances, alongside a varied calendar of produce markets, private

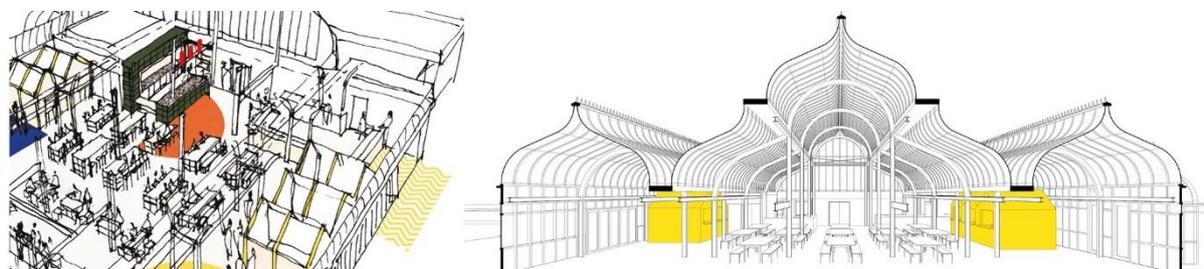
First Light Festival C.I.C. Company No: 11480047
Parham House Barn, Brick Lane, Framlingham, Suffolk, IP13 9LQ
www.firstlightlowestoft.com



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events and other exciting cultural events curated by the team behind First Light Festival, the East Point Pavilion is set to become a social hot-spot on the seafront.

The East Point Pavilion will be opening its doors to the public from Spring 2021, in time for high season. Continuity over the summer is preferable, however a range of affordable and flexible rental terms will be available for pop-up businesses.



East Point Pavilion café and bar trader specification and request for Expressions of Interest

You will be running your business as part of a wider venture with First Light Festival C.I.C and East Suffolk Council, aiming to put The East Point Pavilion and Lowestoft on the map as a successful and sustainable food and entertainment destination.

The resident trader will be providing the café and or / the bar for the venue, with an appealing and creative hot patisserie-style food offer, and drinks. The food offer for the venue will be complimented by a rotation of small pop-up food concessions curated by First Light Festival C.I.C and will serve a variety of light meal options. In addition to the seating area inside the pavilion, the café design also enables the resident café trader to operate an attractive counter service to outside customers with a smaller adjacent seating area.

First Light Festival C.I.C will be responsible for coordinating a year-round programme of events and developing the private hire of the Pavilion. We would look to work closely with the resident trader(s) to achieve these.

The resident café trader will be a key holder for the building and responsible for opening and closing the building daily. Building maintenance will be undertaken by East Suffolk Council.

Trading hours are subject to Premises Licence approval but are expected to be between 8am and 11pm. As the resident bar trader you would be expected to be the Designated Premises Supervisor for sales of alcohol.

First Light Festival C.I.C will assess each proposal in accordance with the evaluation criteria which may include, without limitation and in no particular order:

- Comprehension of relationship with First Light Festival C.I.C and ability to integrate with other service providers at East Point Pavilion.
- Relevant management experience in the hospitality/food industry.
- Quality of the products and services being offered. Please include a sample offer and prices.

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- Commitment to environmentally sustainable, locally sourced, ethical products, processes, and procedures.
- Commitment to fair and transparent recruitment and management of staff.
- Ability to provide own catering equipment, service ware and experienced, trustworthy, and suitably qualified staff.
- Good communication and interpersonal skills.
- Commercially viable proposal.
- Ability to demonstrate a transparent financial reporting and audit processes.
- Ability to meet project time scales.
- Risk management capabilities.
- Compliance with the requirements of the Food Safety & Hygiene (England) Regulations 2013, the Food Safety at Work Act 1974 and Fire Regulations.

What we will give you:

- A beautifully designed service area, with dedicated prep and storage areas, including power, water and lighting.
- A fair and competitive rental fee with a flexible get-in and set up period.
- A central location in Lowestoft's South Beach tourism area, close to the town centre, train station and main through roads.
- Inclusion in marketing campaigns for East Point Pavilion and events taking place throughout the year, including First Light Festival, which attracted estimated audiences of 30,000 in 2019.
- A fully programmed calendar of events expected to bring in significant footfall.

If you have any further queries, please do not hesitate to get in touch by emailing genevieve@firstlightlowestoft.com

If you are interested in submitting an Expression of Interest, [please click here](#) to complete your application.

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