

ABBAY THEATRE AMHARCLANN NA MAINISTREACH

Expression of Interest for Licence to Operate the Peacock Café

The Abbey Theatre invites expressions of interest from suitably qualified and experienced catering companies or individuals for the opportunity to operate the Peacock Café.

It is anticipated that the license period will commence in July or August 2018 subject to review after 6 months and then annually with the option to renew for up to two years at the discretion of the Abbey Theatre.

Artistic Vision & Mission

The Abbey Theatre's mission is to effectively and imaginatively engage with all of Irish society through the production of ambitious, courageous and new theatre in all its forms.

The Abbey Theatre, the national theatre of Ireland, belongs to everyone – it is a theatre for all. In every endeavour we promote inclusiveness, diversity and equality. We are led by, and responsive to, the work of artists.

Background

The Abbey Theatre is located in the heart of Dublin 1 on Lower Abbey Street with excellent transport links, and beside the VHI and Irish Life headquarters.

It has two auditoria; the Abbey auditorium, with a capacity of 492 seats, and the Peacock auditorium with a capacity of 131 seats and produces a year round programme of productions, public readings, talks, workshops and artistic development work.

The Peacock Café is located adjacent to the Peacock auditorium on the lower ground floor and is accessible by stairs or lift. It is an integrated, shared space and the primary location within the building for the Abbey Theatre's food and beverage offering.

Peacock Café

The Peacock Café has seating capacity for 40 people. It is a vibrant working space that welcomes staff, audiences, artists and creative teams, tourists, the local business community and the general public.

The Abbey Theatre invites suitably qualified and experienced individuals to submit expressions of interest. The successful person or persons will have the opportunity to operate the Peacock Café by way of license agreement. The person or persons would be responsible for ensuring that the café continues to be an attractive destination in its own right and an integral part of the Abbey Theatre's visitor experience. The licensee will pay an annual licence fee to the Abbey Theatre.

Visitor Numbers

The Abbey Theatre attracted approximately 130,000 visitors in 2017 and we expect a similar or increased number in 2018.

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Catering Requirements & Objectives

The Abbey Theatre is seeking a suitably qualified service provider to operate the Peacock Café and to run it as an integrated facility within the theatre, working in the best mutual interests of the Café and of the theatre.

Food and Beverage Offering: will ideally include breakfast, lunch and a preshow food option. The licensee will focus on supporting Irish produce and offer a creative, high-quality and freshly prepared range of food. The beverage offering should complement the food, an emphasis should be placed on a high quality tea and coffee offering.

In addition, the licensee will demonstrate excellent customer service and value for money and the ability to work collaboratively with the Abbey Theatre to cross promote the Peacock Café to audience members. The café should successfully compete with similar operations in the locality and offer an attractive destination for visitors. The licensee will be required to provide agreed discounts to staff and members.

Additional Catering Services: The licensee will occasionally be expected to provide out of hours catering services to the Abbey Theatre. This will mainly involve the provision of sandwiches/finger food/hot and cold canapés for events such as opening nights, workshops etc. Any requirements regarding serving arrangements will be agreed in advance.

Sales Volumes: Café sales are estimated to be in the region of €240,000 per annum (including VAT).

Daytime/Evening Opening Hours: The licensee will operate a Café service to visitors during the following hours:

- Monday to Friday, 9am to 8pm
- Saturday, 12 noon to 8pm
- When there is no performances on our stages the Café can close at 5pm
- Earlier opening times can be agreed if business needs dictate e.g. early morning coffee trade

The evening performance time for the Abbey Stage is 7.30pm and for the Peacock Stage is 8pm. The evening café is required to provide a pre theatre menu and bar service until 8pm. These hours are subject to revision in line with theatre operations. In addition to the standard opening hours, there will be occasional requirements to open earlier/later or on Sundays/Public Holidays. Any such arrangements will be agreed jointly in advance.

Publican's Licence (Ordinary) Theatre: The theatre bar operates on a Publican's Licence (Ordinary) Theatre in the name of the Abbey and Peacock Theatre and therefore the licensee must adhere to the rules upon which that licence is granted. After 8pm, the Peacock Café changes to a bar operation and is managed by the Abbey Theatre.

Fixtures and Fittings: The licensee will be responsible for the provision of crockery, cutlery and other light equipment (e.g. hot-plates, coffee machine, toasters) necessary to operate a café and provide a catering service. The licensee will take reasonable care of plant and equipment and notify the Abbey Theatre immediately of any issues. The licensee will be responsible for the cleaning of all equipment and kitchen/service areas in the café and for waste handling and disposal to the bins provided by the Abbey Theatre.

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The Abbey Theatre will be responsible for the following, at no cost to the licensee, which must only be used by the Licensee exclusively in connection with the provision of a café and catering service for the Abbey Theatre:

- The provision of plant and equipment (e.g. oven, sink, fridge, freezer etc.).
- The provision and cost of electricity, telephone, gas and water services.
- General waste collection and disposal charges.
- Maintaining the FOG (Fats Oils and Greases) license, from Dublin City Council.
- Maintaining the intoxicating liquor license.

Separate Entity: The licensee must remain a legally registered Company while trading at the Abbey Theatre. The licensee is entirely a separate entity to the Abbey Theatre. As a separate business entity the café operator will be responsible for their business administration and operate wholly as an independent business.

Financial reporting: The licensee shall provide the Abbey Theatre with financial reports as agreed in the contract. The licensee shall collect and retain all sales and meet directly all operating costs and expenses involved in the provision of the café services. The licensee shall provide a statement from its auditors, at its own expense, within a month of the contract anniversary date, a statement that the sales declared were true and accurate reflection for the sales achieved during the preceding year

Prior to Commencement:

- An up-to-date Tax Clearance Certificate or Tax Access numbers information (with new/updated information provided annually to the management of the theatre);
- Proof of Public Liability Insurance and Employer Liability Insurance. The successful applicant will be required to indemnify the Abbey Theatre against all claims arising from injury caused to members of the public, members of the Abbey Theatre or members of the café staff in the performance of the catering operations or the use of any catering materials or equipment, including food poisoning.
- A copy of Food Hygiene Certificate or providing documented evidence which is compliant with HACCP.
- Evidence of technical and professional ability by providing two reference projects that they have successfully provided services of a similar scope and nature to.

Site Visit/Further Information: A site inspection can be arranged or if you require further information, please contact: Eileen Collins, Head of Sales and Customer Service, Abbey Theatre, 26 Lower Abbey Street, Dublin 1, email: eileen.collins@abbeytheatre.ie with the subject line “Peacock Café – Site Visit”.

Application and closing date: Please submit an expression of interest form in the format outlined on or before: 12 Noon (local time) on Thursday, 21 June 2018 to eileen.collins@abbeytheatre.ie with the subject line “Peacock Café – Expression of Interest”.