**Could you provide a mobile catering unit selling food and drink to visitors at our How Hill site next year?**

Expressions of interest are sought for an exciting opportunity to deliver a new mobile catering facility selling hot/cold drinks and food at Toad Hole Cottage, How Hill, Ludham, Norfolk. NR29 5PG. The deadline for applications is 30 September 2024 however interested parties may request an on-site meeting before that date or operate ‘trial days’ this year to test the feasibility before committing further.

The site is offered exclusively and rent-free on a profit share basis for the 2025 season covering the Spring Bank Holidays, weekends and school holiday periods.

How Hill is a very popular location for visitors and currently has no catering provision other than ice-cream sales from Toad Hole Cottage. It has a small museum and visitor centre, boat trips, free 24-hour moorings for around 30 hire and privately owned boats, walking routes, nature trail, popular family picnic field, gardens, car park and public toilets. The location is also home to an environmental study centre.

We are offering a pitch for a catering company to provide sales of hot and cold drinks (non-alcoholic), snacks, cakes, food from a mobile unit such as a trailer or converted horsebox. We envisage a suitable food offer would be cakes, traybakes, warmed pastries, paninis, etc (rather than fried food such as chips or burgers ).

The Authority would promote the catering offer through it’s communications channels and tasteful advertising A board’s can be placed within the parking and staithe areas. The pitch itself is within a pretty garden of How Hill Cottage, next to the picnic field and riverside moorings. It will be possible to place outdoor seating in the garden and an outdoor 32 Amp electric socket is available to use. There is also a tap available for drinking water.

The operator of the mobile unit would be required to clear all rubbish generated at end of each day.

The operator would need to be willing to share operating financial information.

It will be important for the mobile catering operator to understand and work in conjunction with the Authority to provide a food and drink service that offers added value to the site, attracts new visitors and increases footfall.

Interested parties should email the following information to [tenders@broads-authority.gov.uk](mailto:tenders@broads-authority.gov.uk) by 5pm 30 September 2024.

To discuss this opportunity further, arrange an on-site meeting or a trial operating period before the deadline please email [rob.leigh@broads-authority.gov.uk](mailto:rob.leigh@broads-authority.gov.uk)

**General Information**

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| **Dates** | Site availability – 18 April (Good Friday Bank Holiday) 2025 to 31 October 2025  These dates have been set to allow provision over the Bank Holidays, summer season and Autumn half-term. It is anticipated that the catering service will be available throughout daytime hours every weekend and weekdays that coincide with School holidays.  Timings during the day to be negotiated. |
| **Catering provision description** | To provide a licensed mobile catering unit serving hot and cold drinks, snacks and food close to the riverside for boaters/walkers/holidaymakers and passing trade. The catering offer should not include ice creams as these are already provided at How Hill Cottage.  All waste generated as a result of the catering service to be removed and disposed off-site at the end of each operating day |
| **Location** | Toad Hole Cottage, How Hill, Ludham, Great Yarmouth NR29 5PG.  Mains electricity is available on site via a 32amp outdoor socket.  Drinking water available from an outside tap. All waste to be removed from site daily. |
| **Licensing Authority** | North Norfolk District Council |
| **Expected numbers** | Footfall figures are not available for the site but it is a very popular location for visitors. It has a small museum and visitor centre, boat trips, free 24-hour moorings with space for around 30 hire and privately owned boats, walking routes, nature trail, popular family picnic field, gardens, car park and public toilets. The location is also home to an environmental study centre. |
| **Charge for caterer** | There will be no set ground rent for the site.  It is envisaged that a percentage of the net profits will be charged – the rate to be negotiated |
| **Contact for more information** | Rob Leigh [rob.leigh@broads-authority.gov.uk](mailto:rob.leigh@broads-authority.gov.uk) 01603 756049 |

**To register your interest**

If you are interested in this opportunity please complete the form below together with any further supporting material you may feel would be helpful and submit by email to [Tenders@broads-authority.gov.uk](mailto:Tenders@broads-authority.gov.uk) by 5pm, 30 October 2024.

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| **Company name and details of other current and previous trading locations**  **Reference details from other trading locations (name, email address and phone number)** |  |
| **Details of catering unit (Size/ type of unit etc. including photograph of unit)** |  |
| **Details of how the unit would be powered (no mains power available on site)** |  |
| **Intended number of staff on site during operating hours** |  |
| **Arrangements for the removal and disposal of all waste and litter generated by the catering service.** |  |
| **Details of catering provision (Typical range and pricing of drinks, snacks, cakes, etc that would be provided)** |  |
| **Details regarding the sustainability of packaging and materials used - (Recyclable cups, bags, stirrers etc)** |  |
| **Dates that the catering unit can be provided from and to and the times that the unit would be open and closed each day and how many days per week the unit would be open.**  **Confirmation that all bank holidays and weekends would be covered** |  |
| **Details of legal documentation/licences/risk assessments/health and safety certificate/ public liability insurance to be provided** |  |
| **Minimum and maximum percentage of net profits that would be acceptable** |  |

**Contact details**

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| **Name of business** | **Name of contact** | **Address** |
| **Phone Number** | **Mobile number** | **Email address** |

Please feel free to include any further information that you feel would be helpful for us to understand your catering facility provision such as testimonials from other catering locations.

The Authority intends to award the catering contract after considering the following criteria:

* Suitable catering offer and pricing
* Sustainability (use of recycled/recyclable materials etc)
* Proposed profit share
* Proposed operational dates/times