



**Report to:** Development Committee

**Subject:** Approval to Invite Tenders (Cafe and Bar Services, Ulster Hall)

**Date:** 22 October 2013

**Reporting Officer:** John McGrillen, Director of Development, ext 3470

**Contact Officers:** Joanne Murray, Venue Manager Ulster Hall, ext 1500

<b>1</b>	<b>Relevant Background Information</b>
1.1	The <b>Ulster Hall</b> reopened on the 6 <sup>th</sup> March 2009 following the refurbishment of the B1 listed building. The £7.5 million project was aimed to restore the building to its former glory supporting increased access to a range of diverse cultural and political heritage. Whether it is through Tea Dances, Literary Lunch time events, Educational Events, Concerts, Historical Tours and the new Boxing Exhibitions highlighting the Ulster Hall's rich boxing history the Ulster Hall has continued to keep up to date with evolving customer demands over the decades.
1.2	Prior to the Ulster Hall closing the lack of a Cafe, Bar Facilities or Event Catering was highlighted. A review of services provided at the Hall was carried out and the decision to Tender for these services resulted in a franchise agreement with Shine Productions Limited for the first time in the Hall's history. This current agreement will have run for 5 years when it terminates.

<b>2</b>	<b>Key Issues</b>
2.1	The current franchise agreement is due to end on the 6 <sup>th</sup> March 2014. It is intended that officers will take this opportunity to carry out a full competitive retendering exercise, reviewing current terms and conditions and maximising the potential of the contract moving forward.
2.2	The Director requests authority to carry out a procurement exercise based on both quality and cost. It is intended to test the financial acumen and operational ability of prospective contractors at an initial stage of assessment and then to seek to award the contract to the tender representing the most advantageous economic offer to the council.

<b>3</b>	<b>Resource Implications</b>
	<u>Financial</u>
3.1	The current income from the current Tender has been £15,000 per annum and a percentage of sales.
3.2	It is the intention of officers to let the new contract on a 2 year basis with an option of two additional 1 year extensions solely at the council's discretion.

<b>4</b>	<b>Equality and Good Relations Considerations</b>
4.1	None relevant

<b>5</b>	<b>Recommendations</b>
5.1	<p>It is recommended that the committee:</p> <ul style="list-style-type: none"> <li>• Authorise the Director to undertake a tender process for the provision of Cafe and Bar services for Ulster Hall, Belfast and under the scheme of delegation award the contract on the most advantageous terms.</li> </ul>

<b>6</b>	<b>Decision Tracking</b>
<p>It is anticipated the procurement exercise will conclude with evaluations in the month of January/March 2014 and the Director will immediately seek approval for appointment of the successful contractor.</p>	