



Oxford Sailing Club
Gate 3, Farmoor Reservoir
Farmoor
OXFORD
OX2 9NS

01865 863201

www.oxfordsailing.club

Request for applications: Oxford Sailing Club Catering Contract

The brief

Oxford Sailing Club, tenants of Thames Water at Farmoor Reservoir, Cumnor is looking to continue providing on-site catering services to its membership when the current supplier's contact expires in April 2020. There is a well-equipped commercial-grade kitchen in the OSC clubhouse suitable for the size of the venue and indoor and outdoor seating areas. There are over 500 sailing club members and several hundred members of associated groups, together with a wide range of other potential customers including leisure walkers, birdwatchers, fishermen and Thames Water employees from the water treatment plant and fishery.

The club itself is active every Sunday throughout the year, and from April to September there are club evening activities every day of the week - Tuesday and Wednesday evenings being particularly busy.

The club organises regular weekend events during the year where the visitor numbers can rise into the hundreds and a few events attract over 500 people to site. There are also several catered seasonal dinners at Christmas for different membership groups.

The training centre (Oxford Sail Training) based at Farmoor brings schools to the sailing club on a daily basis during the season, runs training courses most weekends and kids' weekday courses during the summer holidays. There are standup paddleboarding courses at various times run by Oxford SUP club and their group also meets each week. Windsurfing is particularly popular and successful at Oxford and they are active in all seasons and weathers. A thriving Sailability group sails every Tuesday afternoon in the summer.

The club is also used regularly by the local universities and the RAF, both of which organise their own events and competitions.

Thames Water fishermen regularly use the club, usually for early breakfast and after the sailors have left for the day. TW organise several fishing competitions a year with prize-giving ceremonies that can fill the clubhouse. TW also arrange a well-attended public triathlon event each year.

The club is actively encouraging local community groups to make use of the sailing club facilities and the Friends of Farmoor, who meet on a Friday, now has over 70 members.

When not being used for sailing-related activities, the three training rooms at OSC are available for private hire by individuals and organisations not necessarily associated with sailing for up to 80 users. We advertise that food and refreshments are available on site and we would expect the incoming caterers to work with the club in promoting this aspect of potential income generation to the benefit of both parties.

The successful applicants will provide reasonably-priced hot and cold snacks and drinks as required throughout the day and prioritise swiftly-served hot meals on busy club Sundays when sailors have a limited time to eat and get back to the racing. A typical week will have periods of fluctuating demand and managing this will be key to enjoying a successful return. There are very few periods in a normal week throughout the year where the clubhouse is completely empty.

The club would like to co-create a membership discount or loyalty card for food and drink so that our members, whose subscriptions maintain the building, receive a benefit for welcoming the general public into the clubhouse.

The club has a small members' bar that will be operated by the catering company but the licence will remain with the sailing club. Sales of alcohol to the general public are not permitted but alcohol can be served to private events run by the sailing club.

A summary of the main points of an expected agreement is laid out below. Site visits before tendering are encouraged and should be arranged using the contact details at the end of this document. Applications should be emailed to the address below and include details of your company and experience (including any qualifications held and your health and safety certifications), an outline of how you would supply service (over what hours and typical menus), and any observations from your site visit.

Closing date for applications: **28 February 2020**

Summary of agreement.

Hours of operation

As a minimum, every Sunday lunchtime in the year, every Tuesday and Wednesday evening between April and September, and Saturday open meetings, novice and training events (as notified by OSC). These are the core sailing times.

Use of kitchen and dining areas outside of minimum hours is welcomed, as long as it complies with Thames Water site opening hours (the site is open to the public and OSC members from 8am to around sunset). For OSC and other organised events these hours may be extended in specific circumstances.

Additional optional opportunities for catering include breakfasts, afternoon teas, and lunches for courses that run throughout the school holidays, as well as any further opportunities as mutually agreed and identified.

Facilities/Services

OSC will supply:

- A kitchen space to an agreed specification between both parties.
- A supply of electricity, water/waste, telephone and limited internet access*
- Reasonable use of other equipment currently owned by Oxford Sailing Club e.g. fridges, freezers/cutlery/cups/crockery currently owned.
- Access outside of public reservoir opening hours for catering staff.
- Information about sailing events which will allow planning of the catering facilities.
- Exclusivity of all organised catering except where mutually agreed.
- Tables and chairs in the canteen, wet and dry areas.
- Shared WC facilities.
- Rubbish and waste collection facilities*

The Caterers will supply:

- Food and drink service for sale to club members (and others) on days and times when the club is in operation – a minimum of every Sunday, every Tuesday and Wednesday evening in the season and other times to be agreed.
- A Duty Meal with a drink (tea, coffee, water or soft drink), without charge to OSC club members who are rostered for duty on a sailing day*
- Stock and operation of the Members' Bar under the OSC licence.
- A day-to-day over-the-counter menu.
- A jointly agreed menu fit for purpose.
- A reasonable price structure for goods.
- Espresso Machine, grinder, and milk jugs for cappuccino/latte etc.
- Electronic till, to specification including payment by credit card.
- Signage/blackboards/advertising boards.
- All cleaning equipment required to successfully operate the kitchen.
- Annual cleaning of cooker hood by an agreed provider (currently Clean Genie) resulting in a certificate for OSC's insurance compliance.
- Public liability insurance.
- Constant staffing of kitchen during OSC-required hours.
- A valid food hygiene certificate.
- Company registration with the Vale of the White Horse as a Food Establishment.

* Denotes aspects that incur cost/overhead and will form part of the agreement negotiation.

For all enquiries and applications or to arrange a visit, please contact:

Adrian Howe
OSC Commodore
Director – Oxford Sailing Club Ltd
commodore@oxfordsailing.club
07813 806617