



## CAFÉ ON THE VINE, SEVENOAKS CONCESSION TENDER

Thank you for your interest in the management of Café on the Vine via a Concession Licence. It is hoped that arrangements can be made for the Concession to commence from 1<sup>st</sup> April 2024 or as soon as possible after that date.

Sevenoaks Town Council request that you complete the following form (also separately available for completion) and submit to them at **Sevenoaks Town Council, The Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QH** with the attached label on the envelope by 10th March 2024.

If you wish to provide additional information this is welcomed, however the completion of the form below is required in order to be accepted as a completed concession application.

Please note that you may be asked to attend a meeting to explain your Concession submission. Suitable references will also be required.

Name (s)	
Address(es)	
Registered Address if applicable	
Contact email(s)	
Contact telephone number (s)	
Please detail your previous experience in catering	

Please provide details of any relevant training records, certificates, awards, ratings, and customer feedback	
Would this be the only business you would be operating, or do you operate other businesses?	
How many staff do you have employed now and how many do you see running the café?	
How have you researched the area and potential café users?	
What menu will you deliver based on the clientele of the area?	
PR / Advertising – how will you encourage new customers and existing to remain?	
Do you have a Delivery Plan / Strategy. Please provide details.	
What will you consider your Key Indicators that you have a success and growth?	
What will you do to ensure that your operation is as environmentally friendly as possible?	

**We (name(s)) .....**

Are willing to submit to Sevenoaks Town Council the annual payment of

£..... equivalent to £..... per month for the initial period of three

years from the date of the Licence provided for the Concession use of the Café on the Vine.

Signed: ..... Printed .....

.....

Dated: .....

**Label for Concession Tender Envelope**

**Café on the Vine Tender Document**

**To:**

**Sevenoaks Town Council,  
The Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QH**