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Tender

St Michael's Park, Cirencester, Operate a Kiosk and Deliver Events

Cirencester Town Council

F24: Concession notice

Notice identifier: 2025/S 000-048462

Procurement identifier (OCID): ocids-h6vhtk-05872d

Published 13 August 2025, 3:03pm

Section I: Contracting authority/entity

I.1) Name and addresses

Cirencester Town Council

Bingham House, 1 Dyer Street,

Cirencester, Gloucestershire

GL72PP

Contact

Land and Property Team

Email

landandproperty@cirencester.gov.uk

Country

United Kingdom

Region code

UKK13 - Gloucestershire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://cirencester.gov.uk/>

I.3) Communication

Additional information can be obtained from the above-mentioned address

Applications or, where applicable, tenders must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

St Michael's Park, Cirencester, Operate a Kiosk and Deliver Events

II.1.2) Main CPV code

- 55300000 - Restaurant and food-serving services

II.1.3) Type of contract

Services

II.1.4) Short description

Cirencester Town Council is seeking proposals from dedicated, experienced, and enthusiastic operators to run a food and coffee kiosk (size 12ft x 10ft) at St Michael's Park for the busy summer season, April to September 2026 (with some flexibility available).

We are looking for an operator who can deliver high-quality refreshments and play an active role in the life of the park. The successful applicant will be expected to contribute to its vibrancy by organising events and activities that engage the local community and enhance the visitor experience.

II.1.6) Information about lots

This concession is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

II.2.4) Description of the procurement

St Michael's Park is a well-loved community space that welcomes regular visitors and families throughout the year.

With a vibrant mix of leisure activities - including tennis, pickleball, pétanque, croquet, mini golf, and even an ad-hoc outdoor cinema - the park is a favourite destination for residents

and visitors seeking fun and relaxation.

In previous years, a combined food, drink, and events operator has successfully operated from the park, facilitating yoga, brunch, superclubs and children's nature-based play and activities, adding to its lively atmosphere and providing refreshments for those enjoying the facilities.

We are now seeking an operator who can continue and expand upon this offering for the 2026 summer season, creating a welcoming hub that enhances the visitor experience and complements the park's much-loved amenities.

II.2.5) Award criteria

Concession is awarded on the basis of the criteria stated in the procurement documents

II.2.14) Additional information

Please contact the Land and Property Team for a copy of the St_Michaels_Park_Kiosk_2026 document with full details on this opportunity.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions, indication of information and documentation required

The successful operator will:

- Operate a coffee and food kiosk within St Michael's Park.
- Facilitate a calendar of events or community-focused activities throughout the operational period (April - September 2026).
- Provide a consistent, welcoming presence in the park for visitors.
- Comply with all food hygiene, health & safety, licensing, and insurance requirements.

The operator will have access to designated space within the park for their operations and events, to be agreed upon with the Council following award of contract.

III.1.2) Economic and financial standing

List and brief description of selection criteria, indication of information and documentation required

Financial Terms

The vendor will pay the Council a negotiated fee:

Example (April - September)

Payment Type Amount (£)

Example Annual Fee Calculation (Apr - Sept 2026)

- Monthly Rent: £280 × 6 months = £1,680
- Weekly Vender Cost x 6 months = £3,600
- Monthly Events Fee for 6 months= £500

Approx Total Payable: £5,780 (Excl VAT)

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.2) Administrative information

IV.2.2) Time limit for submission of applications or receipt of tenders

Date

10 September 2025

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Cirencester Town Council

Cirencester

Email

landandproperty@cirencester.gov.uk

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Submission Deadline

Proposals must be submitted by 10 September 2025, 5:00 PM.

Email: info@landandproperty.cirencester.gov.uk

Subject Line: St Michael's Park Kiosk Tender - [Your Business Name]

9. Further Information

Site visits are advised and can be arranged upon request. For enquiries or to schedule a visit, please contact:

Contact: Land and Property Team

Email: info@landandproperty.cirencester.gov.uk

Phone: 01285 655646

