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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](mailto: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

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## **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.

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### **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

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## **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

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## **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](mailto: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](mailto: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](mailto:info@landandproperty.cirencester.gov.uk)

Phone: 01285 655646

