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Tender

Pavilion Cafe' Consession

Warminster Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-050280

Procurement identifier (OCID): ocds-h6vhtk-058b8f

Published 20 August 2025, 3:51pm

Scope

Description

Warminster Town Council

Invitation to Tender for Pavilion Café Concession

2026 - 2029 (option to extend to 2031)

Pavilion Café Concession

Introduction

Warminster Town Council are inviting tenders from competent interested parties to lease the Pavilion Café in the Lake Pleasure Grounds, Warminster. Tenderers will be asked to submit a comprehensive business plan.

Location

The Pavilion Café is centrally located in the Lake Pleasure Grounds close to the play area and tennis courts.

History

The Warminster Lake Pleasure Grounds have been a cherished recreational area for the local community for many years. Opened in 1924 the Lake Pleasure Grounds has always been at the heart of the town. The Pavilion Café, situated within the Lake Pleasure Grounds, has a rich history dating back to its original function as a tennis pavilion. The café building has seen various uses over the decades, and its current role is to provide refreshments and a welcoming space for visitors to the park.

Development of the Café and Lake Pleasure Grounds

In recent years, Warminster Town Council has undertaken efforts to refurbish and revitalize the Pavilion Café to better serve the community and enhance the visitor experience at the Lake Pleasure Grounds. The town council has spent close to £1 million in the Lake Pleasure Grounds since 2018 and has plans to spend a further £2 million in the coming years. With the recent addition of a new skate park and splash pad, as well as the refurbishment on the tennis courts the Lake Pleasure Grounds is a destination for many residents and visitors from out of town.

Events

The Lake Pleasure Grounds holds many events every year. The list of events in 2025 is attached. See appendix A.

Facilities

Kitchen

The café is equipped with a small kitchen, including stainless steel sink with drainer, separate handwash sink, mobile base unit, base units with roll over worktop with space for a under counter fridge and wall mounted shelving units.

A selection of fridges and freezers (both display and storage) are available to purchase by separate negotiation. See appendix B

Storage area

There are two storage rooms within the café. One larger room off the main café area with a smaller room off this.

Outdoor Seating

Close to the café there is the parks picnic area with picnic benches, as well as bench seating throughout the park.

Toilets

A toilet in the pavilion. Public seasonal toilets are available next door to the café with further toilets available at the Boathouse.

Water supply

Water cost is included.

Electric Supply

The successful applicant will be charged £0.586 per kWh for electricity used at the café, a rate tied to the council's current contract until 2026. Once a new contract is signed, the updated cost will be passed on to the winning tenderer. The council will deduct electricity supplied from the café to the unmetered seasonal toilets next door (6.32kWh per day)

Refuse

The successful applicant will need to put in place their own waste management agreement. (The town council will provide an area within the park compound for bin storage.)

Outside Space

There is no outside space for café furniture apart from the café veranda.

Car Parking

There is limited parking within the Lake Pleasure Grounds. There is no dedicated staff parking. Delivery times can be arranged with town council staff.

Financial Information

The Pavilion Café will be closed from October 2025. All current staff are on fixed term or casual contracts therefore TUPE rules will not apply.

Key Annual Financials (net)

- Current rateable value (1 April 2023 to present): £6,900
- Gross Income / Turnover 2022/23: £103,069
- Gross Income / Turnover 2023/24: £96,761
- Gross Income / Turnover 2024/25: £100,599

Timeline

w/c 18th August 2025 tender documents made available

12.00 noon, Friday 31st October tender closes.

Tuesday 19th November selected tender interviews.

w/c 24th November winning tenderer informed.

Lease start: Before 1st March 2026

Tender Submissions

Warminster Town Council require tenderers to submit a full business plan including 3-year financial projections with covering letter.

Assessment of Submission

It is the intention of the Town Council to assess the bids through the use of a quality matrix with a weighting of 70% quality and 30% price. A copy of the quality matrix criteria and weighting is attached to the tender. See appendix C.

Interview

After the closing date the tenders will be assessed against the matrix. The top 3 scoring tenders will be invited to meet with and present their business plans to the council.

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential. Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

Conditions of Contract

The Town Council will enter into a formal contract with the successful tenderer for the lease of the café.

The lease will commence as soon as practicable but before 1 March 2026, and will be for a period of five years. There will be a break clause allowing for termination of the contract after three years.

For Heads of Terms see appendix D

Conditions of Tender

The completed Form of Tender and written submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Warminster Town Council by 12 noon, 31st October 2025. Email address townclerk@warminster-tc.gov.uk

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process.

The tenderer is to provide an electronic copy of the submission to the email address above. The electronic copy may be via email. Any tenders delivered outside of these times will not be accepted.

Please note, the comprehensiveness and quality of the documents will be used to assess the tender returns.

Schedule of Documents

The documents listed below will be required as part of the submission for assessment.

A. Full Business plan

Including financial projections for 3 years. To also include:

B. Experience

Please submit details of your relevant experience and qualifications.

D. Insurances

Please submit copies of your relevant insurances.

E. Health and Safety

Please submit examples of RAMs or qualifications.

F. Additional Information

Please submit any additional information that would be beneficial to the assessment of the

tender.

Contact Information

For further details and queries, please contact jhalls@warminster-tc.gov.uk

Total value (estimated)

- £10,000 excluding VAT
- £10,200 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 March 2026 to 28 February 2031
- 5 years

Main procurement category

Services

CPV classifications

- 55300000 - Restaurant and food-serving services

Contract locations

- UKC - North East (England)
- UKD - North West (England)

- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Tender submission deadline

31 October 2025, 12:00pm

Submission address and any special instructions

The completed Form of Tender and written submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Warminster Town

Council by 12 noon, 31st October 2025. Email address townclerk@warminster-tc.gov.uk
www.warminster-tc.gov.uk

Tenders may be submitted electronically

Yes

Award criteria

Assessment of Submission

It is the intention of the Town Council to assess the bids through the use of a quality matrix with a weighting of 70% quality and 30% price. A copy of the quality matrix criteria and weighting is attached to the tender.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Warminster Town Council Tender Doc.docx](#)

Tender Document.

Contracting authority

Warminster Town Council

- Public Procurement Organisation Number: PLN-9357-TVPD

Warminster Civic Centre, Sambourne Road

Warminster

BA12 8LB

United Kingdom

Email: stuart.legg@warminster-tc.gov.uk

Region: UKK15 - Wiltshire CC

Organisation type: Public authority - sub-central government