



TENDER

POP-UP CAFÉ AT SALTAIRE INSPIRED'S SALTAIRE MAKERS FAIR & MAKE IT BRADFORD events 2023

Deadline for submissions Friday 23rd February at 5pm.

Saltaire Makers Fair showcases fresh, contemporary art, craft and design for sale or commission from UK designers, carefully chosen for its quality and originality. **MAKE IT Bradford** is a one-day pop-up creative market, developed to celebrate the art, craft and design talent specifically within the Bradford district.

We've held our popular Fairs at Victoria Hall, in the UNESCO village of Saltaire, Bradford for well over 10 years. **MAKE IT Bradford** is a new event for Saltaire Arts Trail 2024. We invite interest from local Bradford catering businesses to run both the pop-up café within Victoria Hall and an outdoor pop-up cafe outside Salt Building, for our visitors to take a break and refuel during each event.

Footfall at the event is usually around 1000 people every day of the Makers Fair.

REQUIREMENTS

Saturday 4th May

Outdoor pop-up cafe to be open to exhibitors and to the public outside Salt Building, Victoria Road, Saltaire from **10am to 5pm**

Sunday 5th May

Pop-up cafe to be open to exhibitors and to the public at Victoria Hall, Saltaire from **10am to 5pm**

Monday 6th May

Pop-up cafe to be open to exhibitors and to the public at Victoria Hall, Saltaire from **10am to 4pm**

Saturday 26th and Sunday 27th October

Pop up-cafe to be open to exhibitors and public at Victoria Hall from **10am to 5pm**. Access hours for this event still TBC.

Access to Salt Building for set-up on Saturday 4th May will be from **8am**.

Access to Victoria Hall for set-up on Sunday 5th May and Saturday 26th October will be from **8am**,

and from **9am** on Monday 6th May and Sunday 27th October. We must be vacated from the venue by **6pm** on each day.

FOOD CHOICES

Full menu available featuring various cold food items

A small number of simple hot food options. Please note for Saltaire Makers Fair, nothing that produces strong cooking smells due to delicate craft products nearby

Hot and cold soft drinks

A selection of homemade cakes/sweet treats

A range of vegetarian, vegan and gluten-free options

Milk alternative options, e.g oat, soya and lactose-free

Professional presentation and welcoming customer service.

Additional info

You are welcome to bring your own table coverings or linens

You are free to promote yourselves as appropriate. We will promote you through our marketing campaign for the events.

POSITIONING

At Salt Building you'll be positioned on the front lawn with some access to mains power and running water within the building, availability and quantity of tables for serving area TBC.

At Victoria Hall, you will be positioned at the top of the Main Hall, just on the left as you enter, with the kitchenette directly behind you. There will be approximately 3 trestle tables on the raised platform to set up your serving area, and some square tables and chairs for customer use in the space in front.

The kitchenette in Victoria Hall is small and relatively simple with basic facilities, you may wish to check with Victoria Hall directly as to what this space includes. You will also have use of the access lift which can be reached from the side entrance on Lockwood Street. However please be aware that exhibitors will also need access to this from 8am-10am on set-up day, so if you could try to ensure that you have made the most use of the lift before then, it would be greatly appreciated.

INCOME

We are more than happy for you to keep the entire amount of the money you make from the pop-up cafes at **MAKE IT Bradford** and **Saltaire Makers Fair** in May.

A pitch fee of £300 to cover both events will be payable to Saltaire Inspired in advance of the May events.

Details of pitch fee for the October event are still TBC.

VOUCHERS FOR EXHIBITORS

We also ask you to provide vouchers for exhibitors and volunteers at both events to get a drink and something to eat. The details of these vouchers will be agreed with you in advance.

As an example, in the past, each exhibitor has been given 2 vouchers for tea, coffee or soft drink per day, and a money-off voucher for a light snack or cake per day, and volunteers have been given 1 tea, coffee or soft drink voucher each per half-day that they work, or a money-off voucher to spend on food.

PUBLIC LIABILITY INSURANCE

If your proposal is selected, Victoria Hall requires that you must be able to provide a copy of your Public Liability Insurance, as well as read and complete their Catering Policy form, to be returned to them in advance of the event.

HOW TO APPLY

Please contact Samantha Pickard, Makers Fair Producer, with a proposed menu for the two events, including pricing and a proposal for exhibitor vouchers **by Friday 23 February at 5pm** via email: makersfair@saltaireinspired.org.uk. You will be contacted by Samantha, regardless of the outcome, by the middle of March.

For more information about Saltaire Inspired and our events, visit:

www.saltaireinspired.org.uk

Facebook/Instagram: @saltaireinspired
X(Twitter): @saltaireart