



## TENDER

### **POP-UP CAFÉ AT SALTAIRE INSPIRED'S MAKERS FAIR 2023** **Deadline for submissions Friday 14<sup>th</sup> April**

Saltaire Makers Fair showcases fresh, contemporary art, craft and design for sale or commission from UK designers, carefully chosen for its quality and originality.

We've held our popular Fairs at Victoria Hall, in the UNESCO village of Saltaire, Bradford for well over 10 years. We invite interest from local Bradford catering businesses to run the pop-up café within Victoria Hall for our visitors to take a break and refuel during the event.

Footfall at the event is usually up to 1000 people every day of the Fair.

#### **REQUIREMENTS**

##### **Saturday 27<sup>th</sup> May**

Pop-up cafe to be open to exhibitors and to the public from **10am to 5pm**

##### **Sunday 28<sup>th</sup> May**

Pop-up cafe to be open to exhibitors and to the public from **10am to 5pm**

##### **Monday 29<sup>th</sup> May**

Pop-up cafe to be open to exhibitors and to the public from **10am to 4pm**

**Access to Victoria Hall** for set-up on Saturday will be from **7am**, and from **9am** on Sunday and Monday. We must be vacated by **6:00pm** on Monday.

#### **FOOD CHOICES**

Full menu available featuring various cold food items

A small number of simple hot food options. Please note, 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 event.

### **POSITIONING**

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 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-11am on Saturday, 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 cafe, however if the event is particularly successful for you, a voluntary donation to Saltaire Inspired towards the running of the event and hire of Victoria Hall, would be greatly appreciated.

### **VOUCHERS FOR EXHIBITORS**

We also ask Makers Fair caterers to kindly provide vouchers for exhibitors and volunteers to get a drink and something to eat during the event. The details of these vouchers would 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.

**For further information please contact Samantha Pickard**, Makers Fair Co-Ordinator via email: [makersfair@saltaireinspired.org.uk](mailto:makersfair@saltaireinspired.org.uk)