



TENDER

POP-UP CAFÉ AT SALTAIRE INSPIRED'S SALTAIRE MAKERS FAIR events 2025 Deadline for submissions: 2 March 2025 at 5pm

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

Saltaire Inspired have held these popular creative markets at Victoria Hall, in the UNESCO village of Saltaire, Bradford for well over 15 years. We invite interest from local Bradford catering businesses to run the pop-up café within Victoria Hall at our May 2025 and October 2025 events, for our visitors to take a break and refuel during each event.

Footfall at the event is usually around 700-1000 people every day of the Makers Fair.

REQUIREMENTS

Saturday 24 May

Pop-up cafe to be open to exhibitors and to the public at Victoria Hall, Saltaire from **11am to 5pm**

Sunday 25 May

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

Monday 26 May

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

Saturday 25 and Sunday 26 October

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

Access to Victoria Hall for set-up on Saturday will be from **7am**, and from **8:30am** on Sunday and Monday. 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, however Saltaire Inspired will reserve the right to remove or relocate any signage. We will promote you through our marketing campaign for the events.

POSITIONING

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 2-3 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-11am 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 the Saltaire Makers Fair events.

A pitch fee of **£300** towards the hire of the kitchen will be payable to Saltaire Inspired in advance of the **May** event.

A pitch fee of **£200** towards the hire of the kitchen will be payable to Saltaire Inspired in advance of the **October** event.

VOUCHERS FOR EXHIBITORS

We also ask you to provide discount vouchers for exhibitors and volunteers to get a drink and something to eat for each day of 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 or percentage discount 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 & COMPLIANCE

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.

In addition, Bradford Council requires that all food traders have a food hygiene rating score no less than 3 and are registered with the Council's Environmental Health department at: <https://www.bradford.gov.uk/environmental-health-and-pollution/food-safety/advice-for-new-food-businesses/>

HOW TO APPLY

Please contact Samantha Pickard, Makers Fair Producer, with a proposed menu, including pricing and a proposal for exhibitor vouchers **before 5pm on 2 March 2025** via email: makersfair@saltaireinspired.org.uk. You will be contacted, regardless of the outcome, by the end of March.