



Make Hamilton Square
34 Regent Street,
L3 7BN

Tender Brief - 21 / 01 / 2020 v2.1

Location	Make Hamilton Square, 2 Cleveland Street, Birkenhead, CH41 6ND	
Brief Title	Brief for prospective cafe/bar/venue operator and/or partner	
To Launch	Earliest: March 2020	Latest: May 2020
Site Visit	Arrange with Make CIC	
Tender Return	On or before: 28 February 2020 @ midnight	

Make CIC has recently launched a new Creative Hub in Birkenhead, Hamilton Square. It is growing into a hive of activity with 10 of 12 private studios already filled; plans for 20 open plan art spaces; a community garden space; and plans for an urban farm.

Providing a cafe which is open to the public, that people can be chosen to meet and work in, is a key next step in the development of the hub.

As part of the overall hub plans, Make CIC wants to work with the new operator on aspirations for the community garden; and perhaps even the urban farm. We already have bee's on the roof, busy making honey. The intention is for the cafe to spill out into this outside space and work cohesively with those plans.

Make CIC is inviting proposals from those interested in fulfilling the brief to have a cafe as a "front door" to Make Hamilton. They will be excited by the idea of working in partnership to promote and develop a thriving destination beyond a cafe; with regular events, exhibitions and much more.

Make CIC is interested to hear from all types of proposals, across a wide spectrum of ideas. From a "light touch" model such as operating only a pop-up coffee kiosk, all the way to a "complete offer" of food, beverage, kitchen, bar - and anything in between.

Beyond the scope of the space on offer, Hamilton Square is a well connected location with a growing visitor economy aspiration under the councils plans for the areas regeneration. It is the intention of Make CIC to be an integral part of realising those ambitions and this Cafe is key.

1. Finance & Commitment

- a. Investment - have you considered the investment required to deliver the scheme and what level of investment do you intend to make?
- b. Cash flow - you will be required to provide a simple cash flow forecast showing costs and expected sales
- c. Can you commit to 4 years? Make Hamilton is committed to 4 years at this location and the cafe offer will need to coexist alongside these plans
 - i. We will consider something different as part of an "alternative plan"
 - ii. There will likely be break clauses in the agreement to jointly review progress

2. Operations - Team / Staff / Operating Hours

- a. Do you have an existing project team equipped and ready to go by the target start date or would you be building this in?
- b. Would you be building in capacity over time?
- c. Are you happy to trade Monday - Saturday, 08:00 - 23:00? Or what would you be proposing?
- d. Can you operate in a building which has irregular operating hours?
- e. How would you work with Make CIC to curate events, activities for the venue which supported and underpins the growth of the creative hub?

3. Menu

- a. Can you share some ideas for a menu?
 - i. If you're doing food, what might that look like?
 - ii. What type of kitchen facilities would you look to install?
 - iii. If you're just doing wet sales, what might that look like?

4. Visual Concept / Look & Feel

- a. We would want to work together on the look and feel of the space. Can you describe some of your ideas building on what has already been done?

5. Rental Agreement & Costs

- a. The costs outlined below cover heating, lighting, power*, water, internet, CCTV, building insurance and others service charge elements.
- b. The costs below exclude all operational costs such as waste disposal (food, glass, etc), telephony, business rates.
- c. All costs are exclusive of VAT.

Indicative full operational costings

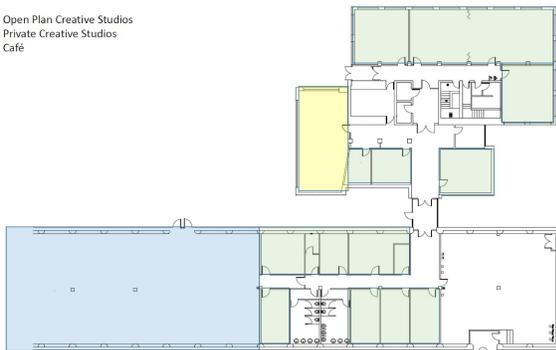
	Rent p.a.	Service Charge p.a.	Total p.a.	Total PCM
Year 1	£10,500	~£5,000	£15,504	£1,292
Year 2	£15,500	~£5,000**	£20,508	£1,709
Year 3	Following a joint review, subject to agreement			
Year 4	Following a joint review, subject to agreement			

*within reason - subject to proposed usage.

** subject to an annual review, but indicative of expected cost.

All costs are open to negotiation as part of a proposal

- 1. Open Plan Creative Studios
- 2. Private Creative Studios
- 3. Café



Some press coverage for background:

<https://www.liverpooecho.co.uk/news/liverpool-news/birkenhead-could-baltic-triangle-under-16462580>

<https://www.wirralglobe.co.uk/news/17752173.details-revealed-new-creative-hub-make-hamilton-square/>

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