



LYME REGIS TOWN COUNCIL

FOOD AND DRINK VENDORS' CONCESSION 2025

TENDER FORM

Name

Address

.....

Postcode Tel No

Email Web address

I/we offer to Lyme Regis Town Council the sum of £ (VAT will be added to this sum and payable by the concessionaire) for the 2025 season to operate a food and drink vendors' concession in accord with the following conditions to which I/we agree:

1. The concession to be granted for the 2025 season only and to operate with an immediate start until the end of October 2025.
2. It is expected that all potential concessionaires will have produced a full business proposal and be willing to meet the criteria as outlined in their specified proposal.
3. Staff employed should be suitably qualified, ensuring the safe operation of the concession which is the responsibility of the concessionaire.
4. All concessionaires will be jointly responsible for keeping the concessionaire area of operation free of all rubbish throughout the concession period.
5. The concessionaire to hold public liability insurance of not less than £10,000,000 covering themselves and staff, the certificate to be examined by the operations manager at the commencement of the season. The town council accepts no responsibility for any injury or damage to any person or equipment belonging to the concessionaire, employees or participants.
6. The concessionaire must ensure food handlers receive the appropriate supervision and training in food hygiene, which is in-line with the area they work in and will enable them to handle food in the safest way. Staff must also have high standards of personal hygiene.
7. The concessionaire must always be readily available during the times of operation, but in the event of any prolonged absence a nominated deputy should be present whose identity should be known to the appropriate council staff.
8. The operations manager to retain overall responsibility ensuring through the appropriate council staff that all conditions of the concession are met. In the event of any dispute concerning the conditions the matter to be referred to the mayor and

chairman of the Town Management Committee, whose decision will be final and binding.

9. The town council reserves the right to relocate the concession site as appropriate, and with the council's ability to do so in the event of any sea defence work or other activity beyond the council's control requiring vacation of the existing site.
10. The town council reserves the right to terminate the concession at any time should there be an infringement of the conditions herein stated or if the concession fee is not paid in accord with the tender submitted.
11. This concession shall not operate as a lease or tenancy and shall not be assigned to any person other than the concessionaire.
12. The concessionaire to employ sufficient staff enabling the concession to operate at its maximum capacity at any one time.
13. The concessionaire and staff to be appropriately dressed throughout the hours of operation.
14. The concession to be well signed, to a professional standard.
15. Sale of goods other than food and drink related items from the concession area is not permitted.
16. Where possible, the town council would expect the concession to be operating throughout the season as specified in paragraph 1.
17. All concessionaires are responsible for ensuring they pay any taxes or duties incurred by their business.
18. I/we agree to pay the concession sum on commencement of the concession.

This tender, together with the council's conditions and written acceptance, shall constitute a binding contract between us.

Signed

Date

JOHN WRIGHT, TOWN CLERK
Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS



LYME REGIS TOWN COUNCIL
STATIC AND MOBILE VENDORS 2025
BUSINESS PROPOSAL GUIDELINES

Please address the following points within your business proposal and post together with your 2025 static and mobile vendor tender form to

adrienne.mullins@lymeregistowncouncil.gov.uk

1. Details of the food/drink/other goods you wish to sell, including an ingredients list or similar for all goods.
2. Details/drawings including measurements of the unit/stall in which you are going to display your goods.
3. The proposed hours of operation.
4. Details of the proposed pricing of goods, as appropriate.
5. Details of the equipment you will be providing and utilising.
6. Details of staff and numbers.
7. Details about yourself or the company you work for.
8. Details of proposed staff uniform or codes of dress.
9. Details of how you propose to sell your goods.
10. Details of how you propose to access and exit vendor sites.
11. Copies of public liability insurance and other relevant qualifications/certificates, such as food hygiene.