

TOWN *of* CLAREMONT

EXPRESSIONS OF INTEREST

# Café Operations at the Claremont Community Centre

64 Bay View Terrace, Claremont



## Our vision and mission

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### OUR VISION

The Town is a progressive, respectful, sustainable local government supporting a connected, flourishing community.

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### OUR MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

**EXPRESSIONS OF INTEREST**

# Café Operations at the Claremont Community Centre

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## Contents

Introduction	02
About the Town	02
About the Claremont Community Centre	03
The Opportunity	04
General Enquiries	05
EOI FORM	06

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# Introduction

The Town of Claremont (*Town*) is seeking Expressions of Interest (*EOI*) from suitably qualified and experienced individuals or businesses to present a case for operating a café at the Claremont Community Centre (*Centre*).

The Town will consider proposals from individual organisations or multiple proponents that wish to collaborate on a joint proposal.

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# About the Town

The Town of Claremont is the local government authority for the beautiful, leafy, riverside suburbs of Claremont and Swanbourne. The Town is located on the land of the Whadjuk Noongar people and covers an area of almost 5km<sup>2</sup>. This area is home to approximately 11,284 people, with an estimated growth to 14,600 residents over the next 20 years. Families make up the largest household type and they are supported by eight government and independent schools.

The Town includes a thriving town centre, comprising of a large shopping centre and surrounding streets of boutiques, restaurants, and cafés with the convenience of easy access to public transport. There are a total of 1618 businesses in the Town of Claremont. The Town is also home to the Lake Claremont Conservation Category Wetland, numerous parks and dog exercise areas, a par 3 golf course, the Claremont Aquatic Centre, the Claremont Museum and the Claremont Community Hub and Library.

The Town is a progressive, respectful, sustainable local government supporting a connected, flourishing community. We exist to deliver quality services for Claremont today and to build the foundation for the future.

The Town's Strategic Community Plan 2021 – 2023 contains the following strategic goals relevant to this Expression of Interest document:

1. Effectively manage and enhance the Town's community facilities in response to a growing community.
2. Facilitate opportunities for social participation, health, learning and inclusion through programmed activities and events.
3. Provide opportunities for local community groups that support their capacity and ongoing sustainability.

For more information, please visit [claremont.wa.gov.au](http://claremont.wa.gov.au)

# About the Claremont Community Centre

The Centre includes a built facility and outdoor grounds located at 64 Bay View Terrace, Claremont.

Up until December 2022 the facility was leased to and managed by a community group for the purpose of lawn bowling.

Following expiration of the lease, Council approved the redevelopment of the building and for the Town to manage programs and leisure related activities, for the benefit of the community.

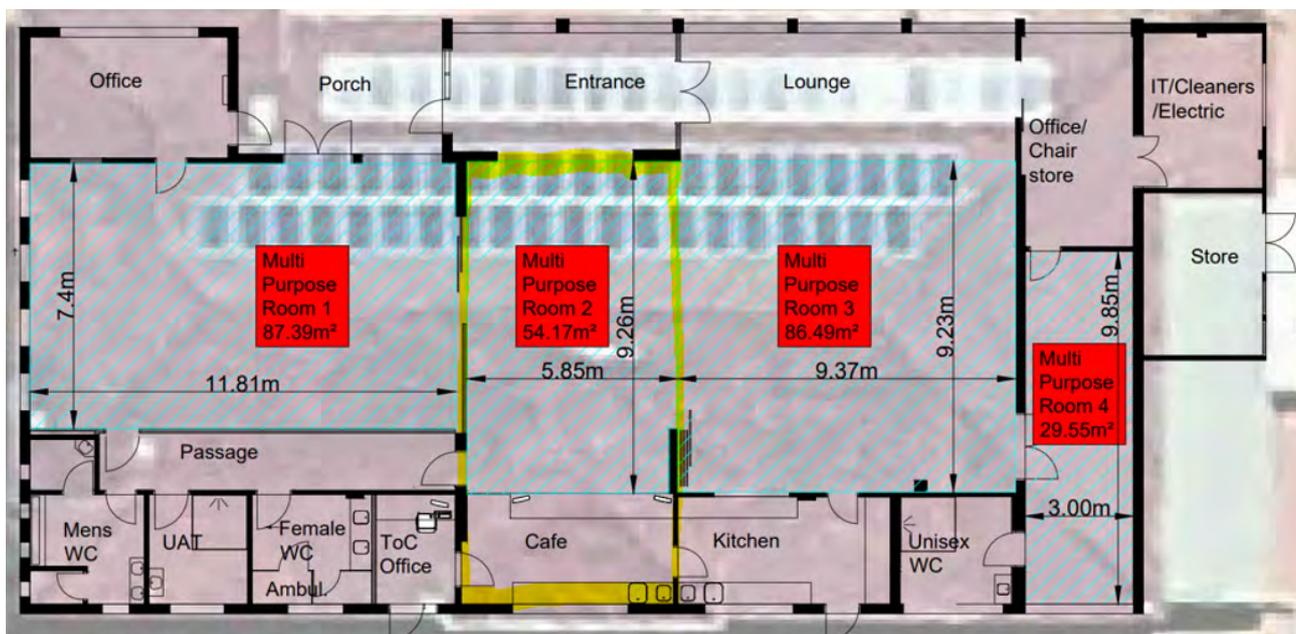
In January 2023 the Town went to tender to secure a builder to undertake the redevelopment works including building modifications to open areas within the facility. Refurbishment work is currently underway and estimated to be completed early 2024.

The Town's vision for the upgraded facility is to provide space to allow additional and new services for the community for recreation, leisure, and well-being, as well as being a place for social connection.

The Town will manage the Centre when the works are completed and activate the venue with programmed leisure pursuits.

Within the facility there is a space (*denoted as Multipurpose room 2 in Image 1: Aerial Centre Plan*) that adjoins a small café space (*highlighted*). This indoor area is approximately 54sqm that extends out to a decked outdoor area.

The intention is that when Multipurpose rooms 1 and 3 are being used for community activities, they are essentially closed off from Multipurpose room 2 using sliding walls. This potentially allows for a café seating area during designated café operating times, whilst also allowing competing activities to operate without being disturbed.



# The Opportunity

The Town is seeking EOI for suitable operators to lease the space and provide a café operation for the users of the facility and the broader community.

This is an informal EOI process only at this stage to provide the Town with potential options for café management in line with the Town's expectations. To submit an EOI, please complete the attached EOI Form and provide the following details:

- Details of the entity including a company search and proposed café manager (if known).
- Demonstrated experience in running a café or similar operation.
- Concept for the café and a marketing strategy.
- Proposed capital contribution (if any).
- Ability to commence operations by April 2023.
- Set out proposed opening hours and days.
- Proposed number of staff.
- Information on how Multipurpose space 1 would be set up and used.
- Desired length of lease.
- Rent per annum (excluding outgoings).
- Security proposed i.e., bank guarantee for three months' rent or personal guarantee.
- Drink and food offerings to be made available.
- Any other relevant information. Assume the Principal has no previous knowledge of the Contractor, their activities, or experience.

Please note:

1. The contents and details of this EOI are accurate as of the date of issue of this EOI.
2. This process is not to be taken as a formal EOI process under the *Local Government Act 1995*.
3. Before the Town can enter into a lease or licence agreement it is required to follow the requirements of the *Local Government Act 1995 (Section 3.58)*.
4. Applicable leasing fees or lease terms have not yet been determined. This will occur in due course based on market value assessment subject to final approval by Council.
5. The Centre is located on Class A Crown Reserve 883. The Reserve is designated for 'the purpose of recreation' with the Town granted the power to lease the premises, subject to the approval of the Minister for Lands.
6. Multipurpose room 2 is not furnished.
7. Multipurpose room 2 must be made available to the Town outside of café opening hours at night. The Town may on occasion hold functions across Multipurpose rooms 1,2 and 3.
8. The Café and Office areas include the following:
  - Swipe access to door at rear
  - Roller shutters to front
  - Timber cabinetry and cupboards
  - Laminate benchtop at rear
  - Stone benchtop at front
  - Double basin sink
  - Under bench fridge at rear
  - Under bench freezer at rear
  - Under bench dishwasher at rear
  - Plumbing for coffee machine at front bench
  - Multiple D'GPO's

It is not a commercial kitchen but is suitable for basic food

preparation to enable sale of pre-packaged food. Any additional fit out would be at the expense of the tenant.

- Office area: 2.15m x 3.05m = 6.56m<sup>2</sup>
- Café area: 5.85m x 3.05m = 17.84m<sup>2</sup>

9. The area marked as 'Office' can be included if required. Any further additional space should be detailed and noted in your EOI.
10. The anticipated opening hours of the café would be Monday – Saturday, 7am – 3pm (closed on public holidays).
11. There will be staff and customer parking available on-site.
12. The Town is also currently advertising for EOI for the outdoor space. Should that area be of interest please include it in your EOI. There will be external decking along the north veranda.
13. The Tenant would be required to obtain their own content insurance.

You should lodge your EOI by emailing it to [toc@claremont.wa.gov.au](mailto:toc@claremont.wa.gov.au) by COB Wednesday 31 January 2024.

Please mark as follows:

Attention Chief Executive Officer  
EOI Claremont Community Centre

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## General Enquiries

Applicants requiring further information should direct their enquires to Director Governance & People by contacting (08) 9285 4300 or emailing [toc@claremont.wa.gov.au](mailto:toc@claremont.wa.gov.au).

Site visits can be facilitated upon request and will only be held between the 8 – 25 January 2024.

# EOI FORM

In addition to providing information requested, please complete and submit this form.

APPLICANT DETAILS	
Trading Name	
Legal Entity Name	
ACN	
ABN	
Address	
Contact Person	
Contact Person Title	
Contact Person Email	
Contact Person Telephone	

CONFLICTS OF INTEREST	
<p>Is the Contractor aware of any conflict of actual, potential or perceived conflict of interest which currently exists with The Principal, its officers or Elected Members, or which may arise in relation to the performance of the contract (<i>if awarded</i>)?</p> <p>Yes                      No</p>	<p>Details</p>

Signature of Authorised signatory: \_\_\_\_\_ Date \_\_\_\_\_

Name of Authorised signatory: \_\_\_\_\_

Position of Authorised signatory: \_\_\_\_\_

## ACKNOWLEDGEMENT OF PEOPLE AND COUNTRY

The Town of Claremont acknowledges the Traditional Custodians of the land and waterways of the Claremont and Swanbourne area. We respect the significance of their connection to the sacred sites, the Derbal Yerrigan and Galbamaanup wetland. We honour the ancestors of our community Elders who survived and cared for this Country.

