

CALLS FOR EXPRESSIONS OF INTEREST | FOOD AND BEVERAGE OPERATOR AT OLD GOVERNMENT HOUSE

Opens: Monday 15 July 2024

Closes: Monday 5 August 2024

The National Trust of Australia (New South Wales) (the National Trust) is inviting expressions of interest from experienced individuals or companies looking for a unique opportunity to develop their operations in the hospitality industry by running a contemporary food and beverage enterprise in an iconic location, the UNESCO World Heritage listed Old Government House in Parramatta Park.

LOCATION

Located in the newly conserved and renovated Civil Officers Quarters at Old Government House, and with seating for approx. 30 people, on the Verandah, with possibility for further outdoor seating of approx. 50 people, the café has a picturesque setting with views across the Courtyard and down to Parramatta River.

The site of Old Government House boasts a prominent position/ is a focal point, on top of Rose Hill within bustling Parramatta Park. The property is 200 metres from Macquarie Street Gatehouse (nearest vehicle entry), 285 metres from George Street Gate and less than 1 KM from the Parramatta Train Station.



Proximity to other Paramatta destinations

- 1.4KM / 20 min walk - Parramatta wharf
- 650m / 9 min walk - Parramatta Aquatic Centre
- 750m / 10 min walk - CommBank Stadium
- 800m / 11 min walk - Roxy theatre
- 700m / 10 min walk - Light Rail

VISITATION

Parramatta Park attracts over 1.9 million visitors per year for recreation, play, social activities, large scale public events and to eat and drink. Entry to the park is free. Parking fees may apply.

Old Government House welcomed over 10,000 visitors (including 2,750 school students) in FY2024, and 8,500 visitors (with 1,400 students) the previous year.



OLD GOVERNMENT HOUSE

Old Government House opens as a museum at least four days a week, the museum's current opening hours are:

- Thursday and Friday 10am - 4pm
- Saturday and Sunday 11am - 4pm
- Other days subject to bookings

Old Government House offers venue hire for wedding ceremonies, corporate events, public ceremonies, photographic sessions, group bookings, school excursions, exhibitions, and cultural festivals. Our strategic focus will be to collaborate with a cafe vendor and local businesses to enhance visitor numbers and enrich the experience for all event types.

More information about Old Government House is available on the National Trust website at:

<https://www.nationaltrust.org.au/places/old-government-house/>

National Trust staff are onsite seven days a week.

THE NATIONAL TRUST

The National Trust of Australia (NSW) is a community-based, non-government organisation, committed to promoting and conserving New South Wales' natural, built and cultural heritage.

We care for magnificent gardens, galleries and house museums across New South Wales, while also leading the field in bushland management. Our advocacy efforts raise awareness for natural or built heritage under threat.

All this work is made possible with the help of more than 20,000 members, 1,000 volunteers, and the ongoing support of donors and staff. The National Trust depends on the income it generates from visitors, members, donors and tenants and could not deliver its core objectives without the support of its many tenants and hundreds of volunteers.

NATIONAL TRUST VISION

The National Trust's vision is to bring the heritage of New South Wales to life for future generations. We conserve and protect our built, cultural and natural heritage by example and educate and engage the community by telling our stories in ways that awaken a sense of place and belonging.

Old Government House aims to preserve history and inspire community through vibrant events and visitation. Australia's oldest surviving public building and a UNESCO World Heritage-listed convict site we host visitors, events, tours and cultural experiences that celebrate our heritage and enrich our future.

WHAT KIND OF TENANT IS THE NATIONAL TRUST SEEKING FOR OLD GOVERNMENT HOUSE

The National Trust views this tenancy as a long-term partnership, and it is therefore essential that any applicant is committed to the National Trust's aims of delivering great experiences and providing public access, engagement, and enjoyment.

The applicant must demonstrate that he or she:

- Has the necessary training, knowledge, and experience to manage the business.
- That there is a sound financial base to provide the necessary working and investment capital.



- Has the ability and interest to work closely with the National Trust to deliver its aims and objectives.

The National Trust has set some criteria for the type of tenant sought:

- Someone with an aspiration to run a high-quality hospitality business
- Someone who sees opportunities for an enterprise that makes the most of the footfall in the area and will complement existing businesses/ activities
- Someone with a robust, realistic business plan, sound business experience and sufficient capital to support their plans.
- Someone who is a good communicator and can be an ambassador for the National Trust and the local community.

COMMERCIAL SERVICES REQUIRED

The National Trust is seeking an Operator who will provide a food and beverage offer that meets the needs of the local community, including museum and park visitors, and is a sustainable business model for the Operator and the National Trust.

The National Trust seeks three main services to be provided by the Operator:

1. Café - serving a menu, with breakfasts/ light lunches and snacks to eat onsite or take-away at a range of price points, during agreed opening hours to be negotiated. See attachment A, areas in yellow for primary use areas.
2. Catering/ functions – the Operator would be the preferred supplier for corporate venue hires and private functions onsite offering cocktail/ canape style options dependant on final kitchen fit-out.
3. Public program partnerships – to work with the National Trust on services tailored to additional public programs, such as themed meals, events, promotions, and extended hours.

KEY INFORMATION

0.1	Permitted use	<ul style="list-style-type: none"> ▪ Permitted uses as governed by local authorities.
0.2	Liquor license	<ul style="list-style-type: none"> ▪ On premises restaurant alcohol service by Operator permissible and preferred - subject to application for liquor license. ▪ OGH will obtain separate liquor license for own functions on the property.
0.3	Trading hours	<ul style="list-style-type: none"> ▪ Variations to hours may be considered subject to the overall offer by operators. ▪ Not limited to museum opening hours.
0.4	Capacity	<ul style="list-style-type: none"> ▪ Overall capacity approx. 80 people in the primary use areas. <ul style="list-style-type: none"> ○ Seating for 30 people outside on the Verandah; ○ Seating of 50 people outside the northern end of the Civil Officers Quarters. ▪ Optional shared space capacities include: <ul style="list-style-type: none"> ○ Seating for up to 30 people inside the Civil Officers Quarters, depending on seating and presentation type. ○ Various capacities in identified outdoor areas



		<p>depending on seating and presentation type.</p> <ul style="list-style-type: none"> See attachment A for all identified areas.
0.5	<p>Approximate square metres primary use areas</p> <ul style="list-style-type: none"> Kitchen Service area Undercover verandah Outdoor seating 	<ul style="list-style-type: none"> The primary use area comprises 250m² of internal floor area, kitchen facilities, undercover seating and outdoor seating. See attachment A for all identified areas.
0.6	<p>Shared areas</p> <ul style="list-style-type: none"> Courtyard and landing Welcome room in the Civil Servants Quarters Lawned area at front of property 	<ul style="list-style-type: none"> The Operator will also have access to a large Courtyard space, indoor seated area and outside lawns shared with the National Trust. Subject to availability and core museum operational needs, these spaces are also available for use by the Operator. The National Trust manages the overall coordination of the bookings calendar for shared spaces.
0.7	<p>Kitchen and servery, fit-out and decor</p>	<ul style="list-style-type: none"> The National Trust will work with the successful operator regarding their requirements and desired layout for the kitchen and serving spaces, noting that the provision for necessary services (i.e. plumbing and electrical) has already been undertaken. The National Trust will work with the successful operator towards any approval and compliance measures required for the space. The National Trust will be responsible for installation of permanent fixtures and fittings in the kitchen and serving areas. This may include but is not necessarily limited to hand washing sinks, hot water unit, compliant floor coverings, grease trap, compliant food preparation counters, and mechanical extraction unit. The Operator will provide all non-permanent components such as cooking and refrigeration equipment. Changes and updates to the décor and fit-out need to be done in consultation with the National Trust management Reverse cycle air conditioning is installed in the building. Ceiling lights are provided in all spaces and lighting is installed on the verandahs. Furniture is not provided. Outdoor furniture will need to be approved by the National Trust to ensure its suitability.
0.8	<p>Parking and deliveries</p>	<ul style="list-style-type: none"> The property currently has off street car parking for four vehicles onsite, of which two spaces are available for the Operator, with easy access to public parking within Parramatta Park Deliveries available from Federal Ave, Parramatta Park and through a gated entrance to back of house.



0.9	Amenities	<ul style="list-style-type: none"> Customers have access to 4 male, 3 female and 1 disabled/ ambulant toilets on site within Old Government House (shared with museum patrons and general visitors).
0.10	Point of Sale/EFTPOS	<ul style="list-style-type: none"> Responsibility of the Operator
0.11	Telephone/Wi-Fi	<ul style="list-style-type: none"> Responsibility of the Operator
0.12	Security	<ul style="list-style-type: none"> CCTV cameras – on the exterior of the Civil Servants Quarters Regular patrols of site by both private security company and park officers.
0.13	Waste disposal	<ul style="list-style-type: none"> The Operator is to manage costs and appropriate disposal of all waste generated from this food and beverage business in accordance with National Trust, local Council and Parramatta Park's requirements. The garbage area is defined on the Site Plan.
0.14	Cleaning	<ul style="list-style-type: none"> Cleaning is the responsibility of the Operator, including weekend servicing of amenities. Shared areas used by the Operator are expected to be always kept clean. The National Trust is responsible for cleaning of amenities, museum and building facilities on weekdays.
0.15	Work Health and Safety	<ul style="list-style-type: none"> The Operator is required to meet all regulations for food/ beverage businesses as regulated by the City of Parramatta and the NSW Food Authority.
0.16	Fire and safety	<ul style="list-style-type: none"> The Operator is responsible for fire and safety equipment within the primary use area, including fire extinguishers and fire blankets.
0.17	Pest control	<ul style="list-style-type: none"> Pest control within the primary use area is the responsibility of the Operator.
0.18	Maintenance	<ul style="list-style-type: none"> The Operator shall be responsible for all minor maintenance on fixtures within primary use area including fair wear and tear on any National Trust supplied equipment. The National Trust remains responsible for maintenance of the buildings.
0.19	Business model	<ul style="list-style-type: none"> The Operator will be a separate business entity and responsible for their business administration and operate as an independent business.
0.20	Operating terms	<ul style="list-style-type: none"> An agreement must be signed prior to site occupation with a monthly rental fee payable in advance and annual Market and CPI Rent reviews. Lease term will be by negotiation. The marquee currently onsite is not operational and not available for use. (The National Trust is seeking to update this infrastructure in the future, and when completed this will be a separate business opportunity.)



0.21	Date of commencement	<ul style="list-style-type: none">▪ Within six (6) weeks from notification of successful application.
0.22	Sub letting	<ul style="list-style-type: none">▪ There will be no right to assign, sub-let or part with possession of the whole or any part of the premises.
0.23	Security deposit	<ul style="list-style-type: none">▪ The equivalent of three months rental fee will be held as security.
0.24	Insurance	<ul style="list-style-type: none">▪ Fixtures in the primary use areas are insured under the National Trust's insurance cover.▪ The National Trust will insure the structure of the buildings.▪ The Operator is responsible for public liability, contents, fixed equipment, décor, furniture, employee and third-party insurance.
0.25	Outgoings – business operations	<ul style="list-style-type: none">▪ The Operator is responsible for the payment of all outgoings whatsoever related to the primary use area and their use/ business operation.▪ The Operator will pay all utility charges, including water and power.
0.26	Brand ownership	<ul style="list-style-type: none">▪ Use of the National Trust name and logo is subject to approval by the National Trust.
0.27	Inclusions	<ul style="list-style-type: none">▪ The National Trust will work with the successful proponent to finalise fit-out of the primary use facility for a successful outcome. Any structural alterations (e.g. affixed to wall, floor or ceiling, plumbed or wired in) should be proposed in writing to the National Trust before work is commenced.▪ The Operator should note that any work on the premises must be agreed in writing with the National Trust beforehand and be in line with all other requirements.

APPLICATION PROCESS

Launch date Monday 15 July 2024

Viewing days Week commencing Monday 22 July– National Trust staff will be available to answer questions

Closing date deadline: 12 noon on Monday 5 August 2024

Written proposals are required which should include:

- Your vision for the food and beverage enterprise at Old Government House
- Outline of your experience in the hospitality sector
- Sample menus (café operations/ functions and event catering)
- Evidence of capability/ reference (including personal references and references as to financial capacity)
- Evidence of eligibility to apply for a liquor licence
- An understanding of management issues relating to running a food and beverage venue in a museum.
- Preferred length of time for a lease.



Submissions should be marked Private and Confidential and sent for the attention of the Director, Commercial

Completed applications must be received at:

National Trust Centre

at Upper Fort Street, Millers Point (The Rocks) Sydney

Mailing Address: GPO Box 518 SYDNEY NSW 2001

or by email to info@nationaltrust.com.au marked 'OGH Food & Beverage EOI'

for enquiries and further information please phone (02) 9258 0123.

SELECTION PROCESS

All submissions received on or before the EOI deadline will be considered and a shortlist prepared. Those short listed will be invited to meet with representatives from the National Trust.

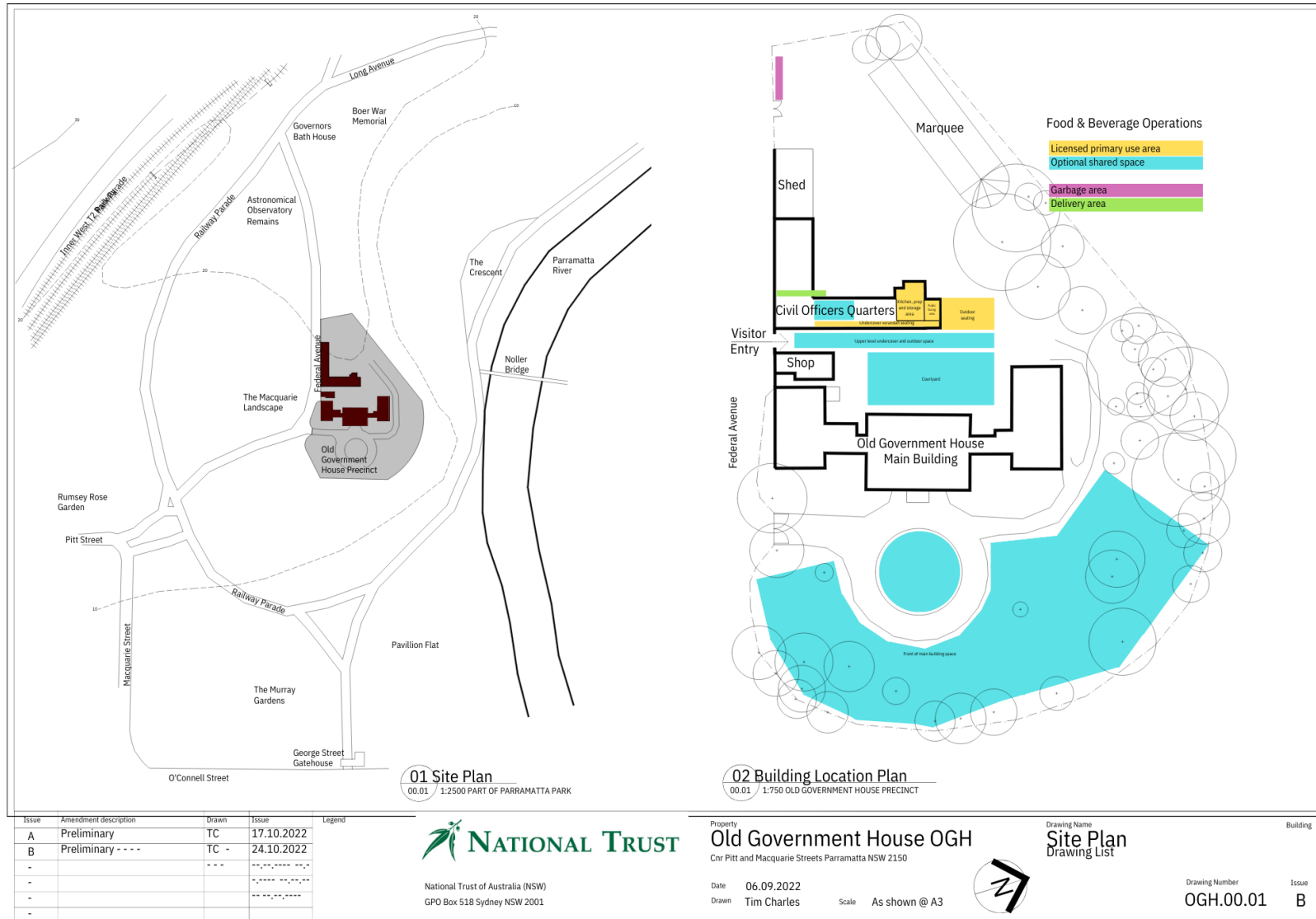
Following the selection of the successful applicant, negotiations will take place to agree the final content of the agreement.

NOTE

- These particulars are issued for guidance purposes only. They are prepared and issued in good faith and are intended to give a fair summary of the property and the food and beverage opportunity.
- Any description or information given should not be relied upon as a statement or representation of fact.
- Photographs show only certain parts of the property at the time they were taken. Any areas, measurements or distances given are only approximate.
- Prospective applicants must satisfy themselves by inspection as to these and other relevant details.
- The National Trust reserves the right of not having to accept any offer received in response to this call for expressions of interest.



ATTACHMENT A





ATTACHMENT B



Figure 1: Old Government House within Parramatta Park setting



Figure 2: Front presentation of Old Government House from main walking access



Figure 2: Café end of Civil Officers Quarters for primary café use. Works due to be completed August 2024. Vine with winter affect



Figure 4: Undercover Verandah primary café usage space. Pictured layout, furniture not included.



Figure 5: Outdoor space at end of café primary use area. Works to be completed August 2024. Operational areas colour coded to Attachment A



Figure 6: Current service entrance to preparation and storage area



Figure 7: Optional outdoor space in front of main building



Figure 8: Courtyard optional shared space looking towards main entrance and optional undercover shared space.



Figure 9: Optional upper-level and courtyard outdoor shared space. Operational areas colour coded to match Attachment A



Figure 10: Current progress inside kitchen of operator primary use area. Works to be completed by August 2024.



Figure 11: Current progress inside servery area of operator primary use area. Works to be completed by August 2024.



Figure 12: Current progress inside "Education Room" optional shared space. Works to be completed by August 2024.