



Subject:	Update for Bobbin catering tender – outdoor coffee unit
Date:	22 November 2019
Reporting Officer:	John Walsh, City Solicitor/Director of Legal and Civic Services
Contact Officer:	Aisling Milliken, Functions and Exhibition Manager

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report
1.1	This report provides information on the proposed coffee unit in City Hall grounds to be included in the Bobbin commercial catering tender. This was approved in principle at your meeting on 20 September 2019.
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none">• Review the information noted on the siting, scale and appearance of the unit and operating principles.• Approve the inclusion of an outdoor catering unit in the grounds in the forthcoming Bobbin catering tender as a desirable addition with operational details to be finalised with the appointed franchisee.

	<ul style="list-style-type: none"> • Approve the leasing / sub-contraction of a self-contained unit for a trial period within the Bobbin tender.
3.0	Main report
3.1	<p><u>Background Information</u></p> <p>The contract for the Bobbin is due to be re-let following the decision of SP&R on the 25 January 2019. The Director of Legal & Civic Services indicated at that meeting that he was exploring opportunities to increase revenue whilst enhancing the customer experience at City Hall.</p>
3.2	<p>At committee on 20 September 2019 members approved, in principle, to the inclusion of an outdoor coffee unit to be placed periodically in the grounds of City Hall into the forthcoming Bobbin catering tender. It was also agreed that a follow up detailed report would be presented to members for final decision.</p>
3.3	<p><u>Key Issues</u></p> <p>This unit would enable tourists and locals to avail of tea, coffee and tray bakes whilst enjoying the grounds of the City Hall. This self-contained unit would also provide revenue to the Council as part of the franchise tender and would be included as part of the contractual arrangement in respect of the Bobbin..</p>
3.4	<p><u>Visuals and specification</u></p> <p>To ensure the unit is not intrusive on the landscape of City Hall, the specification of the proposed unit would be small in size (approx. 8ft x 6ft). Officers will work in conjunction with the appointed Bobbin franchisee on the unit specifications, equipment and design. It is important that the unit colour scheme would be in keeping with the heritage palette of the City Hall building façade with colours of cream / grey / copper greens.</p>
3.5	<p><u>Location</u></p> <p>The proposed unit would be located along the West Façade of City Hall, beside the electric power outlet. The West façade is preferred over the East Façade due to the Visitor Exhibition being located on the East and the desire to not obscure the outlook from the East windows and that footfall is higher on the West façade.</p> <p>Visuals of potential units and a visual of a potential unit situated in the grounds are enclosed in Appendix 1.</p>

<p>3.6</p> <p>3.7</p> <p>3.8</p>	<p><u>Time Scales</u></p> <p>This unit would be present during events and busy months of footfall in the grounds (<i>dates pre-agreed with the franchisee</i>) however it would not be present during the annual Christmas and Spring Continental Market.</p> <p><u>Financial & Resource Implications</u></p> <ul style="list-style-type: none"> Options will be looked at in terms of leasing a suitable unit or including it within the arrangements of the Bobbin contract. <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>There are no direct good relations or equality implications arising from this report.</p>
<p>4.0</p>	<p>Appendices – Documents Attached</p>
	<p>Appendix 1 - Visuals of potential units and a visual of a potential unit situated in the grounds.</p>