

**Tender Pro-Forma**

**Melton Country Park Visitor Centre/Café**

**Melton Country Park, Melton LE13 1HP.**

**This document must be placed in the Tender Envelope (available from Council Reception) and delivered by hand (not by post or email) to the reception desk at Melton Borough Council Offices, Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH by no later than 12pm Midday on 26 November 2021**

Please fill out the following form in full and indicate where necessary reference any additional information provided in the appendices.

| Name of Applicant: |  |
| --- | --- |
| Address of Applicant : |  |
| Telephone: | Email: |

|  |  |
| --- | --- |
| Business Name: |  |
| Company / Charity Number: |  |
| Business Address: |  |
| Type of Business LTD / Sole Trader / LLP / Charity |  |
| Telephone: | Email: |

The following details requested will be used to assess your proposal to take a lease of the Country Park Visitor Centre/Café and operate your proposed business. An indication of the annual running costs is included with this form, though this is not an exact amount, there is an expectation that any proposal to lease the property will cover some or all of these costs. These costs also include the ongoing maintenance and repair responsibility of the property.

Based on your business, you may wish to propose a rent payment in addition to the commitment to meet some or all of the annual running costs, based on your affordability and at your discretion. Any rent proposal to the Council will be considered as part of your proposal to operate from the property.

| Please describe the proposed business / businesses you would operate from the property?  Do you envisage any community use? If so, how? |  |
| --- | --- |
| Please provide a business plan / funding outline as to how you will generate an income / meet expenses. |  |

| Will all the annual running costs, as per the attachment be met?  If not, how much do you think you can contribute (either amount / certain items) per annum and why? |  |
| --- | --- |
| Can you offer to pay a rent in addition to the running costs? If so, how much per annum? |  |
| Please provide details for a Guarantor who will support and guarantee your proposed use of the property, if applicable. |  |

Please ensure any bid is submitted in a timely manner before the deadline day and time. Any bids received after the deadline will not be considered.

If successful, by submitting this tender the successful applicant agrees for Melton Borough Council to undertake standard due diligence checks which may involve credit searches and/or referencing where appropriate.

Melton Borough Council reserves the right to accept or decline any / all applications and is not duty bound to accept the highest or any offer as part of this tender process, in accordance with the Council’s Corporate Assets Disposal Policy 2020.