



Somerset House Trust

Summer Series Food Tender 2024

Welcome to the Food Supplier Tender for Summer Series at Somerset House in 2024.

Somerset House Summer Series with American Express returns in July 2024 with eleven nights of unmissable gigs in the intimate and immersive setting of our spectacular courtyard. A staple summer experience, the series presents a trailblazing line-up of breakthrough music artists and established acts from across the globe.

BAR AND FOOD SUPPLIERS AT SUMMER SERIES WITH AMERICAN EXPRESS

Somerset House Trust is looking to appoint a bar operator and food traders to operate at Summer Series with American Express 2024. Services will include the supply of infrastructure, staffing and operation of bar and food services. We are open to tenders that are just for bars, just for food, and to provide both. If you would like to tender for bars instead of, or as well as, food, please look at the bars tender [here](#)

We are looking for operators who align with our brand and values, and always looking to exceed audience expectations. We work in partnership with suppliers and expect them to deliver a consistent and high level of service throughout the event and during the build and break period. **Somerset House Summer Series with American Express** returns in July 2024 promising an unforgettable experience with eleven nights of gigs from inspiring artists.

Somerset House is looking for several food traders to operate throughout the event. For more details and how to apply please see below.

SELECTION DATES:

- Monday 19 Feb 2024 - Tender submission deadline
- W/C 18 March and W/C 25 March 2024 - Tender interviews
- W/C 01 April 2024 - Confirm Tender offers and contract

Please find application form [here](#)

KEY OPERATION DATES:

- Provisional structure plan, power plan, layout and facilities requirements submitted by Monday 13 May
- RAMS submitted by Monday 27 May
- Build commences: Friday 05 July
- Breakdown commences: Monday 22 July



EVENT DETAILS

- Capacity: 3,500 ticket holders plus approx. 500 guests
- Thursday 11 July – Sunday 21 July inclusive
- Event runs from 7.30pm - 10.30pm each day, with last service around 10pm
- Ideally caterers set up would remain in situ for the entire run

SOMERSET HOUSE PROVIDES

- Waste Management facilities, including separate bins for general waste and recycling
- Wi-Fi and cabled data connection, but Caterers must supply their own EPOS system. Somerset House is a cashless site. AMEX cards must be accepted at all points of sale.
- Radios
- Access to power
- Access to water
- Tensator barrier for queuing

FINANCIALS

Caterers will be charged a flat fee of £200 and *in addition* be charged based on a tiered commission system calculated on gross receipts net of VAT, total across the 11 days.

- £0 - £4,999 – 0%
- £5,000 - £10,000 – 10%
- £10,001 - £15,000 – 15%
- Over £15,000 – 20%

Please note Somerset House is VAT registered and the above charges are stated exclusive of VAT.

CATERER SPECIFICATION

The successful applicants will:

- Provide sufficient range of catering options with an interesting selection of vegan, vegetarian and gluten free options, all at an affordable price point (c. £5 - £12)
- Have at least three years' experience of working in high-pressured event environments
- Provide a robust service plan to ensure a high speed and efficient service, and a smooth customer experience
- Demonstrate a clear commitment to sustainability, which can be seen across menu ingredients, packaging, and waste management
- Require a pitch size no larger than 6m x 3m (although smaller, 3m x 3m stalls are preferable)



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- Be able to operate outside, in all weathers
- Have a stall which is accessible for wheelchair users
- Provide high standards of presentation and a strong visual identity to the stall
- Provide their own EPOS system and accept AMEX
- Pay all staff at least the London Living Wage
- Ensure proactive communications, with a robust admin process, and a strong emphasis on health and safety
- Pass a credit check run by Somerset House's finance department
- Be aware that they are only permitted to sell soft drinks, and not alcohol, as the Summer Series bar provider has exclusivity on alcohol sales. If you are also a bar provider and would like to provide both, please make us aware at application stage.
- Can provide proof of the following documentation at time of appointment:
 - o General risk assessment and method statement
 - o At least £10 million Public Liability Insurance (or able to increase current cover to £10 million)
 - o HACCP
 - o Proof of Level 2 Food Hygiene for staff working
 - o PAT testing certificates for all electrical equipment
 - o Gas Safety certificates for any gas installation and appliances
 - o Local Authority FHRS

To apply please fill out this [form](#)