**Cowra Shire Council Expression of Interest**

**Licence to Operate Cowra Saleyard Kiosk, Cowra**

March 2024

**Council requests that all interested persons provide details of their EOI in writing. A separate form is attached, to be completed and returned to Council prior to the close of the EOI period. Please attach a separate sheet if there is insufficient space.**

**Information for interested persons**

* The expression of interest opens **Tuesday 6th March 2024** and **closes 4.00pm Friday**

**5 April 2024.**

* Licence available from 22 April 2024.
* Licence period can be for a period up to two years, agreeable by both parties.
* Councilagrees to pay the Licensee $200.00 (GST exclusive) per week to operate the Saleyards Kiosk on Sale days (Wednesday weekly). This does not include Public Holidays or any Wednesday the Sale day is not scheduled.
* The Saleyards Kiosk located within Cowra Saleyards, offers clean facilities to purchase coffee/tea and light refreshments available on Sale days.
* Use of the Saleyard Kiosk kitchen may be available on non Sale days for an additional use. Full details to be provided to Council for approval.
* The Licensee is required to hold a current Food Safety Supervisor certificate, to be provided prior to commencement of the lease.
* The Licensee shall carry out cleaning and administration of the Cowra Saleyards Kiosk. This includes invoicing the Agents for any food, drink or consumables purchased from the Kiosk.
* Licensee is required to carry Public Liability insurance of $20 million throughout the term of agreement, the cost to be borne by the Contractor, to be provided to Council prior to commencement of the lease.
* Further information or inspection by appointment can be arranged between 9.00am and 3.30pm Monday to Friday by contacting Jenny White on 02 6340 2077.
* Licensee is granted sole right to offer for sale and serve, drinks, cakes, confectionery, fruit and other foodstuffs for consumption only within the centre, with any proceeds to be the Licensee’s full benefit and responsibility. The carrying out of these duties must comply with Food Act 2003 and associated Food Standards Code.
* Submission of an EOI is obligation free.
* Council reserves the right to negotiate with any or none of the parties who submit an EOI.
* Council shall not be bound to accept any EOI and shall not be bound to disclose its reasons.
* Licensing of the premises is subject to both Council and a potential Licensee reaching a negotiated agreement.

**Cowra Shire Council expression of Interest Submission**

**Licence to Operate Cowra Saleyard Kiosk, Cowra**

This form is to be completed by interested persons and returned to Council, ***to be received by 4.00 pm Friday 5th April 2024***

Marked ***private and confidential***, please forward to:

By Email: [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au), with a subject line of: Cowra SaleyardKiosk ***EOI***

By Post: Cowra Saleyard Kiosk EOI, Cowra Shire Council, Private Bag 342, Cowra NSW 2794

Delivery: Cowra SaleyardKiosk EOI, Cowra Shire Council 116 Kendal Street Cowra NSW 2794

Details of Person/Business interested in Licence to Operate Cowra Saleyard Kiosk, Cowra:

Business Name

Contact Person

Address

Phone number/Mobile

Email address

Details of activity or business proposed be conducted at the premises

Number of persons who would manage the premises

Weekly licence fee offered $200.00 GST exclusive

Experience and other information that may be considered relevant

I/We agree to provide details of up to three referees

Signature of authorised person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: