**Cafe and Catering Business Lease Opportunity**

**Wyre Forest House**

Wyre Forest District Council are seeking expressions of interest for the letting of the cafe area at Wyre Forest House to provide a cafe/catering business lease opportunity.

Expressions of interest are to be submitted directly on this document and sent to:

Elaine Brookes

Facilities & Asset Manager

Wyre Forest District Council

Wyre Forest House

Finepoint Way

Walter Nash Road

Kidderminster

DY11 7WF

The deadline for expressions of interest is **Noon, Monday, 7 January 2019.**

In order to submit an expression of interest the following information is required:

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Key contact name and contact details  Telephone:  Email: |  |
| Company Overview  (please provide a brief description of your organisation) |  |
| Based on the details provided within the proposal document, please describe your offer, including whether your organisation would expect to have exclusivity to provide meeting room hospitality at Wyre Forest House  If applicable, please provide examples of the range of hospitality your organisation can offer and details of relevant experience e.g. experience of working with partner organisations and other public bodies. |  |
| Please indicate your annual rental offer and the period of validity of this offer  (based on a 5 year lease agreement) |  |

|  |  |
| --- | --- |
| Company Name: |  |
| Name: |  |
| Position: |  |
| Signature: |  |
| Date: |  |



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