

The Coal Loader Centre for Sustainability

Expression of Interest (EOI)- Vendor Application Information

Event information

Event Name	Coffee Cart at The Coal Loader
Proposed date	Saturday and Sunday (and other days of the week if there is vendor interest), as soon as possible, until no longer required by Council. Noting the vendor will receive two weeks notice.
Event location	The Coal Loader Centre for Sustainability, 2 Balls Head Drive Waverton 2060. Upper Platform within the Coal Loader site
Proposed trading hours	7:30am – 1:00pm (flexible)
Nature of event	A mobile coffee cart/van is required on weekends to provide coffee and small pre-packaged refreshments (eg pastries, muffins, slices) to site visitors, until a new tenant is in place for the Coal Loader Café. Please note that the successful coffee vendor would receive two weeks notice once a new tenant is fully operational at the Café. Council can also give two weeks notice at its discretion, if any issues arise.
Vendors	Coffee vendor

Vendor Selection Criteria

Vendor Type	Coffee Vendor
Venue Location	Concrete hard-standing area within the Coal Loader site on the upper platform on Balls Head Drive. Approx. 6m x 6m area available, can be adjusted to suit vendor requirements 
Trading Hours	7:30am – 1:00pm (bump in permitted from 7am). Other trading hours to be negotiated.
Cost and Provisions	No cost to trade at the Coal Loader Centre for Sustainability Approx. 6m x 6m area Onsite power is easily available. Recycling and landfill bins are available on site.

Description	The onsite Coal Loader Café is currently closed, while the tenancy is being advertised by Council. Warmer weather significantly increases visitation to the Coal Loader and many visitors look forward to having coffee/tea and light refreshments as part of their experience of the Coal Loader parklands and activations. North Sydney Council is seeking a temporary mobile coffee vendor to sell tea and coffee and light refreshments to fill this gap, until a successful long-term tenant is secured and fully operational at the Coal Loader Café. Please note that the successful coffee vendor would receive two weeks notice once a new tenant is publicly operational at the Café. Preference will be given to vendors who demonstrate sustainable practices and offer positively reviewed coffee, sold at reasonable prices for families.
How to apply	You must fill out the digital application form to be considered. Applications received by post will not be accepted. By submitting an application your place has <i>not been reserved or booked</i>. The status of your application is pending assessment. Following assessment of your application you will be notified within a fortnight of the closing date if your application has been successful or unsuccessful.
Essential	Demonstrated experience of providing well received good quality offerings at reasonable prices (please supply full menu) Registered food truck or trailer (no self-erected tents/marquees allowed on site) ABN All applicable food safety certificates and documents, including: - Copy of NSW Food Authority Licence (for FSS exemption) - The vehicle owner/operator must keep an insurance policy in respect to public and products liability of an amount of not less than \$20 million (for each accident or event), and Worker's Compensation Insurance Waste management plan (the Coal Loader can provide land fill and recycling bins onsite) No single-use plastic serving containers, including no bottled water, ideally biodegradable coffee cups and lids (for beverage sale) Ability to comply with the site conditions and instructions. Provision of fresh and wastewater receptacles as needed, plus portable handwashing facilities (potable water available on site within 15m of proposed area).

	Vendor must discard any wastewater off site. The construction and operation of any food van must comply with relevant requirements of the Food Act 2003 and the Food Regulations, incorporating the Food Standards Code and the NSW Food Authority “Food Handling Guidelines for Temporary Events”. Please note that before issuing an approval, suitable coffee vending vehicles will need to be presented to Council for inspection by an Environmental Health Officer (EHO), or as approved by the NSW Food Authority.
Desirable	Coffee vendors already based in North Sydney Local Government Area. Use of locally sourced, sustainable ingredients/ products Ability to use own marketing channels to promote attendance

To apply, please complete the application form available here -

<https://www.surveymonkey.com/r/LCT2SN7>

You will be advised within a fortnight whether your application has been successful.

For further information:

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