



PRESCOT TOWN COUNCIL

Prescot Town Hall, 1 Warrington Road, Prescot,
Merseyside, L34 5QX
Telephone: 0151-426-3933
email: townclerk@prescot-tc.gov.uk

10th June 2024

Dear Sir / Madam

As I am sure you are aware Prescot Town Council owns and operates Prescot Town Hall.

Prescot Town Hall was the former Fusilier Pub and since taking over this building in 2014, the Town Hall has accommodated community groups, businesses, private individuals, schools and many more in a range of rooms and facilities.

One such facility is our multi-function room; which has a capacity of 150 persons and in the main is used for weddings, birthday parties and other special occasions.

Directly linked to our multi-function room is our fully licensed bar; which has been operated by local providers since 2014.

Prescot Town Council is committed to achieving best value, and in line with its Financial Regulations, has a duty to regularly review its contracts to test the market and obtain value for money.

The agreement in place with our current provider has come to an end, and as such we would like to offer you the opportunity to provide a quotation for the provision of the bar facility at Prescot Town Hall.

Historically, the operation of the bar has been a successful one and has provided a steady revenue turnover.

The function room is available for hire on Friday evenings from 6pm, Saturday from 2pm and Sundays all day.

All bookings for the function room are taken by Town Council staff and are relayed by email to the bar operator. No bookings are taken less than 7 days prior to the event without consulting the bar operator.

The bar operator is required to manage all aspects of the bar provision, including staffing by a DPS, ordering of stock, cleaning and hygiene of bar and cellar area. The bar operator will also provide necessary equipment such as ice machine, glass washer, optics, tills, fridges and glassware.

The bar operator will also have responsibility for setting up the multi-function room in accordance with the booking, and for opening and closing Prescot Town Hall on the day of the event. (to be discussed at Council)

I have attached a Request for Quotation Document (RFQ) for your consideration.

You would be free to offer any terms you see fit to the Town Council, however the current agreement is carried out under a profit sharing system.

If you would like any further information please contact me at the address above.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Alex Spencer', with a stylized flourish at the end.

Alex Spencer
Town Clerk

RESTRICTED PAPER