



Call for Expressions of Interest in the Provision of Café Services within Southside Community Centre from April 2024

The Association is the leaseholder of Southside Community Centre, the owner and landlord being City of Edinburgh Council with whom the Association works in close partnership.

We have received much feedback from centre users that the provision of café services within the centre is important to them and that they would support our café opening on a more permanent basis.

We are therefore inviting Expressions of Interest from all those interested in operating our café for an initial period of one year.

Current use

Prior to the Covid-19 pandemic our café operated weekdays by a sole trader who rented the kitchen and seating area from us. Since re-opening the centre following the easing of public health restrictions the café has sadly not been utilised on a permanent basis.

The café is currently being operated for a limited period by a local charity to provide low cost refreshments, snacks and meals, whilst also providing some access to a free food pantry and a pet food bank. The café is able to trade between 9am and 6pm Monday to Thursday and on Fridays from 9am until 3pm. This arrangement is due to end in April 2024.

Future use

We are keen to bring the café into more permanent usage and welcome initial expressions of interest from those interested in this opportunity.

It is our wish to lay as few limitations as possible at this stage however, we are clear that there should be clear meaningful community social benefit, although we do not wish to be prescriptive of what that is at this stage.

About the Community Centre

The centre is located in a former Church on a busy main street. There is a hall and two general purpose rooms. Currently the centre is open Mondays to Thursday from 9am until 8:30pm, and on Fridays from 9am until 3:30pm. We are currently reviewing our weekend opening arrangements.

A wide range of activities take place in the centre including educational and learning opportunities, dance, music and health related activities. We host both regular activities and occasional activities.

About the Café seating area

Our café is located on the ground floor of our Community Centre, with toilets located off the ground floor corridor. There is one door from the corridor into the café seating area. A small set of

windows at shoulder height provide some natural light. There is wooden effect flooring, with small square tables and seating for x customers. Customers can access free wifi in the café.

When the café is not open this seating area can be used by others for activities.

About the kitchen

The kitchen is large, and is also accessed from the ground floor corridor. Sadly, there is no direct door from the kitchen to the seating area but there is large serving counter.

There is a variety of utensils, crockery and cookware provided although you are not required to use these if you wish to provide your own.

A dishwasher, microwave, gas range, fridge and freezer are provided.

Next steps

In this first instance those interested in this opportunity are encouraged to visit the centre meet with our Chief Executive. This will provide an opportunity to view the cafe and kitchen as well as the wider centre.

Formal Expressions of Interest must be submitted using the [online form](#) no later than 9am on Friday 1 March 2024. With Trustees considering your Expression of Interest shortly thereafter.

Having reviewed the Expressions of Interest our Trustees will select which, if any applicants they wish to meet with to discuss their proposal. A business plan should be provided.

Whilst we will notify those applicants who are not proceeding to the second stage of the process, we will not be able to provide any feedback on their Expression of Interest.

Questions etc

Please contact our Chief Executive via email: michael@southsidecommunitycentre.co.uk

Questions asked in online form

(All questions have a three hundred word limit)

- About you
 - Name
 - Address
 - Telephone number
 - Email address
 - Business name
 - Business structure
- Business planning
 - What would you intend on naming the cafe?
 - What capital investment would you propose to make? Please provide details.
 - What external funding would you be seeking? Please provide details.
 - What is your assessment of the revenue costs of the business?
 - Please detail any evidence of revenue sustainability.
 - What is your proposed staffing structure?
 - What would your intended opening hours / days be?
 - How much do you propose to pay Southside Community Centre Association SCIO to operate our cafe?
 - Outline any partner organisations or groups you expect to work with as part of the café's regular functioning
- Menu
 - How will you decide which food and drinks to provide on your menu?
 - What foods / dishes would be on your menu? And which approximate price point would you be selling them for?
 - Which refreshments would be on your menu? And which approximate price point would you be selling them for?
- Social impact
 - How will your cafe minimise and reduce food waste?
 - How will your cafe support / promote healthy eating / lifestyle choices?
 - What social benefits will your cafe provide?
- Experience
 - Please outline your experience in operating and managing food operations
- Why
 - Please tell us why you wish to operate within Southside Community Centre?
- Any other information
 - You may use this box to tell us anything else you feel relevant.