

WOLVERHAMPTON ARTS CENTRE

TENDER FOR CATERING SERVICES

NOVEMBER 2025

Wolverhampton Arts Centre,
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WELCOME TO OUR TENDER FOR CATERING SERVICES

Wolverhampton Arts Centre is seeking proposals from qualified and experienced catering companies/individuals to provide high-quality, flexible, and cost-effective catering services. This tender is open to all vendors with a proven track record in providing catering for the public, for events, and in institutional settings.



Background

Wolverhampton Arts Centre is a busy multi-artform centre on Newhampton Road, approx. 10 mins walk from the city centre and a stone's throw from The Molyneux, the home of Wolverhampton Wanderers. Its programme comprises approximately 120 live events per year: music (rock and pop, folk, jazz etc), adult and children's theatre and youth and community performances. There are approximately 20 regular courses and classes each week in youth theatre, yoga, singing etc. Onsite there are 30 resident organisations and individuals including four recording studios, day care for adults with learning disabilities and a cluster of visual artists. The centre is open seven days a week from 8:30am – 10pm weekdays and 10-6 at weekends (later if there is a show). It is shut on bank holiday weekends and over Christmas/New Year.



Supported using public funding by

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Introduction

WAC has a public café area seating approx. 44 with a production kitchen opening onto the café area via a serving counter. Following the departure of the previous operator in the summer, we are now seeking a catering operator to provide a range of catering services onsite.

Scope of Services

The successful caterer will be expected to provide the following services:

- **Event Catering:** Food and beverages for private hires, sitewide events (e.g., the annual CAMRA Beer Festival), the concert programme etc. as agreed with the operator.
- **In-house Café:** Daily operations of an onsite café for visitors, residents and staff. Exact opening hours to be agreed but generally these have been 9am-2pm.
- **Backstage/Green Room Catering:** Refreshments and meals for performers.
- **Bespoke Services:** The ability to offer themed menus, dietary flexibility (vegan, gluten-free, etc.), and sustainable practices (e.g., minimal plastic use, local produce).

Contractual framework and working relationship

The two parties will agree a contract will be for an initial period of (12 months), with the possibility of renewal based on performance and mutual agreement. This contract will have a notice period on either side of one month.

WAC will charge a weekly rental figure of £100.00, discounted in the first six months to £50.00 per week. WAC will not make further charges and the operator shall keep 100% of the catering income.

Fixtures and fittings and equipment in the kitchen on commencement of the contract remain the property of Wolverhampton Arts Centre.

There will be regular meetings with the senior staff at WAC to monitor performance and address any issues of mutual concern.

WAC cannot guarantee a minimum income to the operator from the scope of services and the operator may wish to engage in their own events, or offer additional catering services on and off site, to drive revenue.

Key Requirements

All tenderers must demonstrate the following:

- Relevant experience in catering for the public, events, institutions or similar.
- Evidence of all required health & safety, hygiene, and food handling certifications.
- Proof of public liability insurance (£5 million minimum).
- Commitment to sustainability and environmentally responsible practices.
- Pricing structure that is competitive, transparent, and offers value for money.
- Ability to work flexibly across various event formats (standing receptions, sit-down meals, café service, etc.).
- Sufficient staffing levels and training practices.
- Willingness to collaborate with the Arts Centre's programming and marketing teams.

Evaluation Criteria

Tenders will be evaluated based on the following criteria:

Criteria	Weighting
Quality and creativity of menus	20%
Relevant experience	20%
Value for money	15%
Sustainability commitments	15%
Staffing, equipment & logistics	15%
References and reputation	10%
Compliance & certifications	5%

Submission Requirements

Interested caterers should submit a proposal that includes:

1. Company overview
2. Sample menus with indicative pricing
3. Portfolio of relevant work and clients
4. Staff qualifications and training policies
5. Sustainability plan
6. Risk assessments, health & safety policy
7. Proposed service delivery model
8. References (minimum two)
9. Any additional services or plans for revenue generation.

Site Visits

All prospective bidders are encouraged to attend a site visit. To arrange a visit, please contact:

Name: Trevelyan Wright

Role: CEO

Email: office@wolverhamptonarts.co.uk

Phone: 01902 572 090

Submission Deadline

Deadline for submission: **Monday 8 December at 12:00 noon**

All tenders must be sent via email to office@wolverhamptonarts.co.uk or delivered in hard copy to: **Wolverhampton Arts Centre, Dunkley Street, Wolverhampton, WV1 4AN**

Ref: Catering Tender 2025

Terms & Conditions

- Wolverhampton arts centre. reserves the right to not award a contract if suitable bids are not received.
- All costs related to the tender submission are the responsibility of the bidder.
- Shortlisted vendors may be invited for an interview or tasting session.

Contact Details

For all queries relating to this tender, please contact:

Name of Contact: Trevelyan Wright

Email: office@wolverhamptonarts.co.uk

Phone: 01902 572 090

We look forward to receiving your proposal.

Wolverhampton Arts Centre.