

EXPRESSION OF INTEREST APPLICATION PACK

Community Café & Heritage Room Operator

Horden Recreation Ground

1. Introduction

Horden Recreation Ground invites Expressions of Interest from individuals, groups, or organisations to operate the Community Café and Heritage Room at Horden Recreation Ground (Welfare Park).

This is an exciting opportunity to manage a valued community asset that combines:

- A welcoming tearoom/café space
 - A heritage room celebrating local history
 - A hub for community engagement and activity
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2. Background

As the current volunteer organisation is closing after many years of providing a welcoming space for Horden residents and those with an interest in the area, an opportunity has now arisen for a new organisation to take on this well-maintained and valuable community asset.

The facility serves as a key community hub preserving the history of Horden. The café and heritage room are central to increasing footfall, reducing social isolation, and promoting local identity.

3. Opportunity Overview

The successful applicant will:

- Operate a tea room/community café
 - Manage the heritage room
 - Create a welcoming community environment
 - Work collaboratively with the Trustee and local stakeholders
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4. Scope of Responsibilities

Café (Operation)

- Provide food and drinks to an agreed standard
- Maintain cleanliness and hygiene compliance

- Set appropriate opening hours
- Deliver good customer service

Heritage Room

- Keep displays safe, accessible, and respected
- Develop exhibitions, talks, or events where appropriate

Community Engagement

- Encourage local use of the space
 - Support local events and initiatives
 - Provide inclusive access for all
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5. Applicant Requirements

Applicants should demonstrate:

- Relevant experience (hospitality, retail, community services, etc.)
 - Financial capability to operate sustainably
 - Understanding of community-led services
 - Commitment to heritage preservation
 - Ability to meet legal and regulatory requirements
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6. Application Requirements

Applicants must submit:

A. Expression of Interest Statement

(Max 2–4 pages covering:)

1. Background and experience
 2. Vision for the café
 3. Approach to the heritage room
 4. Community engagement plans
 5. Initial ideas for sustainability
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B. Business Proposal

- Proposed opening hours
- Sample menu / pricing approach

- Staffing structure
 - Financial outline (summary level acceptable)
 - Any funding or grants identified
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C. Supporting Documents

- CV(s) or organisational profile
 - Evidence of experience
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7. Key Dates

- Application Open: 16th June 2026
 - Submission Deadline: 5pm 23rd June 2026
 - Shortlisting: 24th June 2026
 - Interviews (if required): W/c 29th June 2026
 - Decision: W/c 6th July 2026
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8. Submission Details

Applications should be sent to:

Email: clerk@horden-pc.gov.uk

Subject line:

Community Café & Heritage Room EOI – [Applicant Name]

9. Terms & Conditions

- This is an Expression of Interest, not a contract offer
 - The Council reserves the right to refuse any application
 - Further information or clarification may be requested
 - A license agreement will be negotiated with the successful applicant
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10. Contact for Enquiries

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