

Hartlepoolenterprise CENTRE



Kitchen/Catering Opportunity

EXPRESSIONS OF INTEREST INVITED

Closing Date: 9am Monday 29th September 2025

ALL ENQUIRIES TO:

Hartlepool Enterprise Centre, Brougham Terrace,
Hartlepool. TS24 8EY.

Tel: (01429) 867677 Email: enterprise@hartlepool.gov.uk

Exciting opportunity to let a well equipped kitchen and provide catering for the Hartlepool Enterprise Centre and its 20+ cover cafe.

The Centre is a converted Victorian School with 47 business units and meeting rooms. Businesses based at the Centre have 24/7 access to the building.

The Centres meeting rooms are available for hire and the kitchen operator will be required to provide catering and refreshments for meetings.

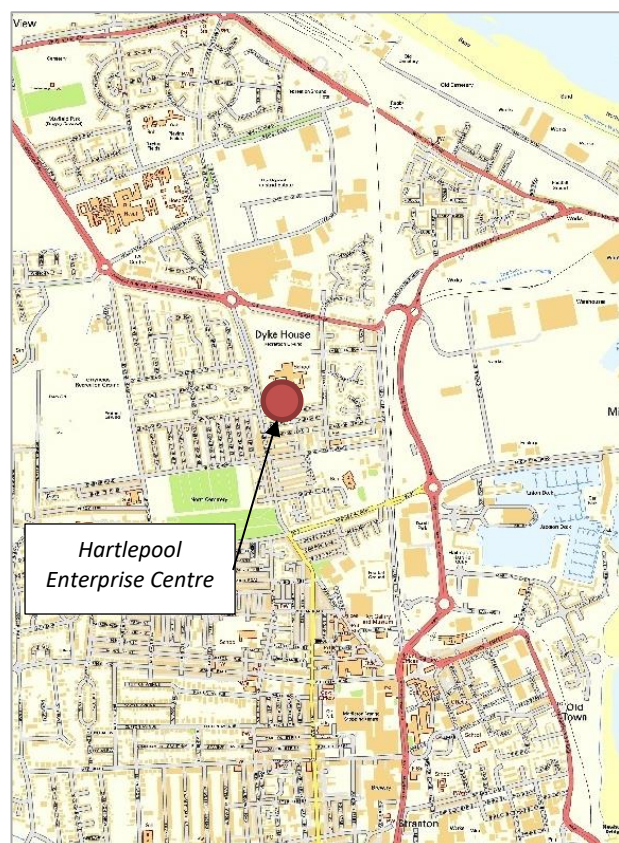
The opening hours for the Centre are as follows:

Monday to Thursday	08:30 – 17:00
Friday	08:30 – 16:30

The Centre is closed on Bank Holidays and the period between Christmas and New Year. Hours may be subject to change at short notice.

Additional opening hours will be permissible by agreement.

The operator is also permitted to supplement the income from the Centres by providing catering for off-site events and offer a food delivery service.



Accommodation:

Kitchen/Servery: Approx. 28 m² with double stainless steel sink unit, wash hand basin, stainless steel worktops and racking, double glazed windows with external door, stainless steel extractor hood.

Equipment includes:

Display fridge, upright fridge and freezer, deep fat fryer, griddle, oven, dishwasher, commercial filter coffee machines (3).

Expressions of Interest are invited from either:

1. Individuals with skills and experience in the catering and hospitality industry who want to start a business.
2. Businesses with current or recent experience of successfully operating similar facilities/operations

Applicants should provide as part of their submission:

- A completed Expression of Interest form which should include menu ideas with prices, marketing information, cash-flow, staffing details and any relevant qualifications.
- Contact details for two references. (including previous landlord where applicable).

Hartlepool Council's Economic Growth Team will provide ongoing business support to the successful applicant including the development of a business plan.

Kitchen and Cafe area



The licence fee payable (excluding VAT) which includes rent, rates and utility costs is set out below. The licence fee and broadband fee are payable monthly in advance.

Increments	0-6 months	7-12 months	13-18 months	19-24 months	25+ months
Licence fee	£154.79	£180.59	£206.39	£232.19	£257.95

ICT Services	Price per Month
Superfast Broadband	£32
Telephone Line & Handset Rental	£14 (excludes Call Charges)
* Prices exclude VAT	

Viewing and enquires

To arrange a viewing please contact Hartlepool Enterprise Centre on 01429 867677 or email enterprise@hartlepool.gov.uk

For further information please contact Caron Auckland or Israr Hussain on (01429) 867677 or email enterprise@hartlepool.gov.uk

Closing Date for receipt of Expressions of Interest

All submissions should be received **no later than 9am Monday 29th September 2025** and marked for the attention of Israr Hussain, Economic Growth Manager.

Submissions can be made via email to enterprise@hartlepool.gov.uk or by post/by hand to the Hartlepool Enterprise Centre, Brougham Terrace, Hartlepool, TS24 8EY in an envelope clearly marked "*Expression of Interest in Kitchen/Catering Opportunity Hartlepool Enterprise Centre*".

The successful operator will be informed by Friday 10th October 2025 and will be expected to commence trading by 1st November 2025.

Draft Licence terms are outlined below.

1. Licence term two years subject to review at end of first and second year with a possible renewal after year two for a further period.
2. Rent and ICT services (if applicable) to be payable monthly in advance.
3. Landlord Responsibilities:
 - a. Utility costs will be payable by the Landlord
 - b. Landlord will be responsible for lighting, heating and maintaining common areas during normal Centre opening hours. Cleaning of the cafe area will be undertaken as part of the building cleaning schedule.
 - c. Landlord will be responsible for repair, replacement and maintenance of equipment stated in the inventory and building insurance
4. Tenant Responsibilities:
 - a. To keep the café open during Centres opening hours set out above, or as agreed with the Centre Management, and to offer a wide range of healthy food options. Menu to be agreed with the landlord ensuring it meets the needs of customers.
 - b. To obtain any necessary statutory consents or licences and to comply with all relevant statutory requirements.
 - c. To take part in the local government Food Hygiene rating scheme (including the use/ completion of a Safer Food Better Business manual).
 - d. Cleaning of the kitchen and all equipment and cafe area during opening hours. Cleaning schedules and records must be kept and made available on request.
 - e. Undertake a minimum of two deep cleans of kitchen and equipment per annum.
 - f. Cleaning of café area during opening hours (opening outside normal centre hours to be agreed in advance with Centre Management)

- g. Not to alter the décor or arrangement of the seating areas without the prior written consent of the landlord not to be unreasonably withheld.
- h. To report any health and safety accidents/ incidents/ near misses promptly to the Centre Management Team.
- i. Not to sublet assign or part with possession
- j. Not to use the premises for any purpose except the Permitted Use of Kitchen serving Hartlepool Enterprise Centre and Catering for off-site customers.
- k. Not to erect any signage on the premises or within the Centre without the prior written consent of the landlord not to be unreasonably withheld. (However it is anticipated that an external banner sign will be permitted.)
- l. Not to install or use vending machines without prior approval from the landlord
- m. To ensure all staff hold a Level 2 Food Hygiene Award
- n. To meet quarterly (as a minimum) with a representative from Hartlepool Enterprise Centre.
- o. To hold Public Liability insurance of at least £1m at all times

5. Other matters:

Hartlepool Enterprise Centre aims to support the environment and significantly reduce litter on site therefore would request that the has minimal waste, recycle food waste and use recyclable packaging where possible.

The tenant will be responsible for the marketing of the business but the Centre Management Team will assist in this by providing information and advice where appropriate and also when there is potential to work together on initiatives and events.

Expression of Interest Form

If you are interested in submitting an Expression of Interest please email : enterprise@hartlepool.gov.uk or call (01429) 867677 and a copy of the form will be provided..

Notice is hereby given that

1. These particulars are set out as a general outline only for the guidance of interested parties and do not constitute, or constitute part of an offer or contract.
2. All descriptions, dimensions, references to condition and necessary permissions for use and occupation and other details are given without responsibility and intending lessees should not rely on them as statements or representations of fact but must satisfy themselves by inspection or otherwise as to the correctness of each of the statements contained in these particular
3. Hartlepool Borough Council does not make or give any representation or warranty whatsoever in relation to the property