

**Informal Tender**

**Kitchen and restaurant opportunity, The Devon and Exeter Institution**

This tender form is to be returned to Emma Dunn, Director, Devon and Exeter Institution, 7 Cathedral Close, Exeter EX1 1EZ by 14th June 2022 or via email to [project@devonandexeterinstitution.org](mailto:project@devonandexeterinstitution.org)

*The Devon and Exeter institution reserves the right not to accept the highest or any tender*

I have read the catering business particulars and have inspected the kitchen and restaurant at the Devon and Exeter Institution.

I agree to the terms and conditions of the business contract.

I offer to rent the business for the sum of £………………… per annum in year 1

I offer to rent the business for the sum of £………………… per annum in year 2

I offer to rent the business for the sum of £………………… per annum in year 3

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your proposal and experience**

1. Please tell us why you are applying for this lease and what your overall proposal for the catering business would be
2. Please tell us brief details of catering experience and qualifications held
3. Please tell us your ideas for your menu offer and pricing
4. Referees x2 name and addresses and contact email addresses
5. Please enclose your brief business plan with your tender document. the business plan is expected to include

* three years cash flow projections depending on length of lease
* sample menu showing range and pricing of items
* previous business management experience

Please submit your completed application and tender to Emma Dunn, Director, Devon and Exeter Institution, 7 Cathedral Close, Exeter EX1 1EZ by 14th June 2022, or via email to [project@devonandexeterinstitution.org](mailto:project@devonandexeterinstitution.org)

Interviews for selected applicants will be held at the Devon and Exeter Institution at a time to be arranged.