



Request for Proposal - Restaurant Operator
Filberg Summer Kitchen



Issued by: Filberg Heritage Lodge and Park Association

Date Issued: November 15, 2020

closing Date: Monday February 15, 2021, 5 pm PST

Request for Proposals

1. General purpose

Objective:

Here is an opportunity to lease and operate the most beautiful waterfront patio in the Comox Valley. The Filberg Heritage Lodge and Park Association in Comox, BC is requesting proposals to operate a seasonal restaurant in Filberg Park starting in spring of 2021.

Information:

Filberg Park is located in the heart of downtown Comox. A stunning 9-acre municipal waterfront park that is home to many community events and celebrations. Purchased by the Town of Comox in 1979, the Park is a huge part of Comox and the Comox Valley's history and culture.

The Park is home to the annual Filberg Festival, a 4-day celebration of world class artisans, music, food and culture. The Park also host the BC Seafood Festival, Highland Secondary's Graduation, summer concerts, recreational classes and many weddings.

The Filberg Heritage Lodge and Park Association has an agreement with the Town of Comox to manage the grounds and buildings of the Filberg Heritage Lodge and Park, 61 Filberg Road, Comox, British Columbia. This agreement includes a restaurant facility in the building currently known as the "Summer Kitchen".

The Association wishes to ensure that the restaurant offers to the public a high standard of service and high quality food.

General Description:

The restaurant is a seasonal operation, operated April through September. The restaurant is immediately adjacent to the Filberg Heritage Lodge, overlooking Comox Harbour featuring spectacular views of the Beaufort Mountains and the Goose Spit shoreline. The venue seats approx. 100 guests with a small amount of inside seating and the majority on the covered patio and grass area. **(Please note: Service capacity reflects VIHA and fire code compliance in normal conditions. Recent physical distancing restrictions may apply.)**

The Kitchen is a furnished and well-equipped cafe with indoor seating for 22 and additional outdoor seating for 80 to 100. The kitchen is 270 square feet. The outdoor area includes the concrete patio in front of the Kitchen building (25' x 34') and the grassed area in front of the patio measuring 25' x 42'. An inventory list is available upon request.

Operational dates are April through September.

3. General Scope

Term:

The term of this agreement will be for one year (season), the operating term to be from April 1, 2021 to September 30, 2021, with an option to renew at the end of the initial season. There is the possibility of a multi-year contact going forward.

Operations:

The Operator will manage and operate the Kitchen during the operating term as follows:

The Operator will open and operate the Kitchen for a minimum of 4 days per week, including the 4 day Filberg Festival (BC Day long weekend) from April 1 to Sept. 30. Additional days of operation can be negotiated.

The Kitchen must be open and operate as an integral part of the annual Filberg Festival which is held August long weekend. The operator will also have the opportunity to liaise with the Filberg Festival Producer regarding additional opportunities to provide, if appropriate, contracted, catered meals and other food services for festival staff, volunteers, and VIP service over and above the 4-day Festival weekend.

The Operator may set operating hours between the hours of 8:00 a.m. and 10:00 p.m., except during the Filberg Festival when the Operator must set operating hours in accordance with the hours of the Filberg Festival.

The Operator will ensure that the Kitchen and adjacent grounds are maintained to a high level of cleanliness and tidiness, and at all times comply with Ministry of Health standards and guidelines.

The Operator will be solely responsible for all licensing required to operate and will provide copies to the Association. These include but may not be restricted to:

- Business License – Town of Comox
- Health inspection – Vancouver Island Health
- Liquor license – BCLC (the premises has been licensed for a number of years)
- Liability Insurance – Minimum \$5 million liability

The Operator will comply with all WorkSafe and other federal and provincial employment statutes and regulations.

Lease fees:

\$6000 total (+GST) for April 1st to Sept. 30th, this includes utilities (gas, hydro, phone, WiFi)

4. Inquires

All inquires can be sent to the Executive Director at lodge@filberg.com (please no phone calls)

5. Written Proposals

If you are interested in this 2021 seasonal restaurant operation in Filberg Park, please submit a proposal which should include the following:

Principle operator's name (names)

Name of current business (if applicable)

Contact information: phone/cell number, email address

A brief outline regarding why you are interested in this venue, including a business strategy for the 2020 season

Covid-19 plan

A proposed menu

Proposed hours of operation

Proposed marketing strategy

Any additional information that might be applicable to operating a seasonal restaurant in this extremely unique and beautiful location

6. Deadline

Deadline for RFPs is Monday Feb. 15, 2021 at 5 pm. All RFPs must be submitted by email with Seasonal Restaurant Proposal in the subject line.

The Filberg Heritage Lodge and Park Association thanks all applicants for their interest; however only those selected for an interview will be contacted.

