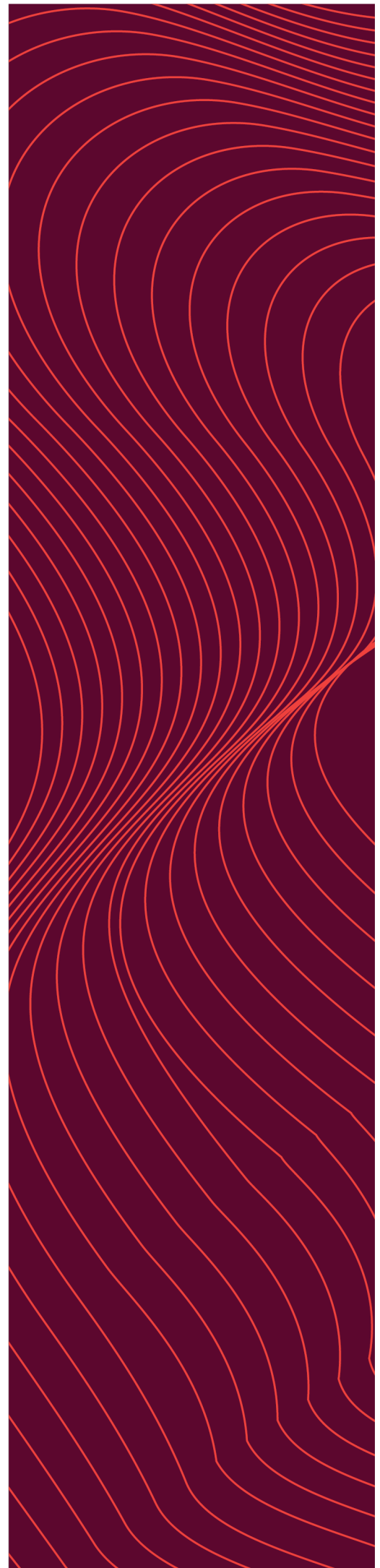


Latrobe Regional Gallery Café Space

Operator Expression of Interest



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About Latrobe Regional Gallery and the Café space

Latrobe City Council is seeking Expressions of Interest from parties interested in operating a café at Latrobe Regional Gallery (LRG), located at 138 Commercial Road, Morwell.

LRG is located on the traditional land of the Braiakaulung people of the Gunaikurnai nation.

The gallery is a premiere cultural institution in the heart of the Morwell CBD. It's located on a busy civic corner between the Latrobe City Council Head Office and the Latrobe Valley Magistrate's Court and the Morwell Police Station, with an idyllic Morwell Centenary Rose Garden a short stroll away.

The location has ample street parking across the road and in adjacent streets. It is just a short 7-minute walk from the Morwell Railway Station.

LRG is a multimodal cultural space including 7 gallery spaces, a curated children's space and a gallery shop. The gallery presents an exciting program of contemporary art enjoyed by the local community and visitors alike.

Established in 1971, LRG is one of the largest public galleries in eastern Victoria.

The Opportunity

Council is seeking Expressions of Interest to operate a café within a dedicated space within LRG, with operating hours that align to the opening hours of the gallery.

The café is situated on the ground floor of the gallery, it is designed to allow for approximately 20 indoor patrons and an additional outdoor seating capacity of approximately 20 patrons.

Social Enterprise

Latrobe City is looking to partner with an organisation that will deliver a café service that focuses on enabling and supporting all sectors of our community. Latrobe City is looking to work with a not-for-profit organisation or a Social Enterprise that focuses on addressing the priorities of the Council Plan and Municipal Public Health and Wellbeing Plan, key priorities include;

- *Deliver on Council's Disability Action Plan and further embed access, inclusion and equity principles across service delivery and the community*
- *Build understanding of the key factors that influence a person's mental wellbeing and promote prevention initiatives that support positive mental health and wellbeing*
- *Support and deliver initiatives that promote understanding, awareness and celebrate cultural diversity within Latrobe City.*

Expected Operating Hours

Café to Operate - Daily from 10am – 3pm

Gallery Hours – Daily from 10am – 4pm

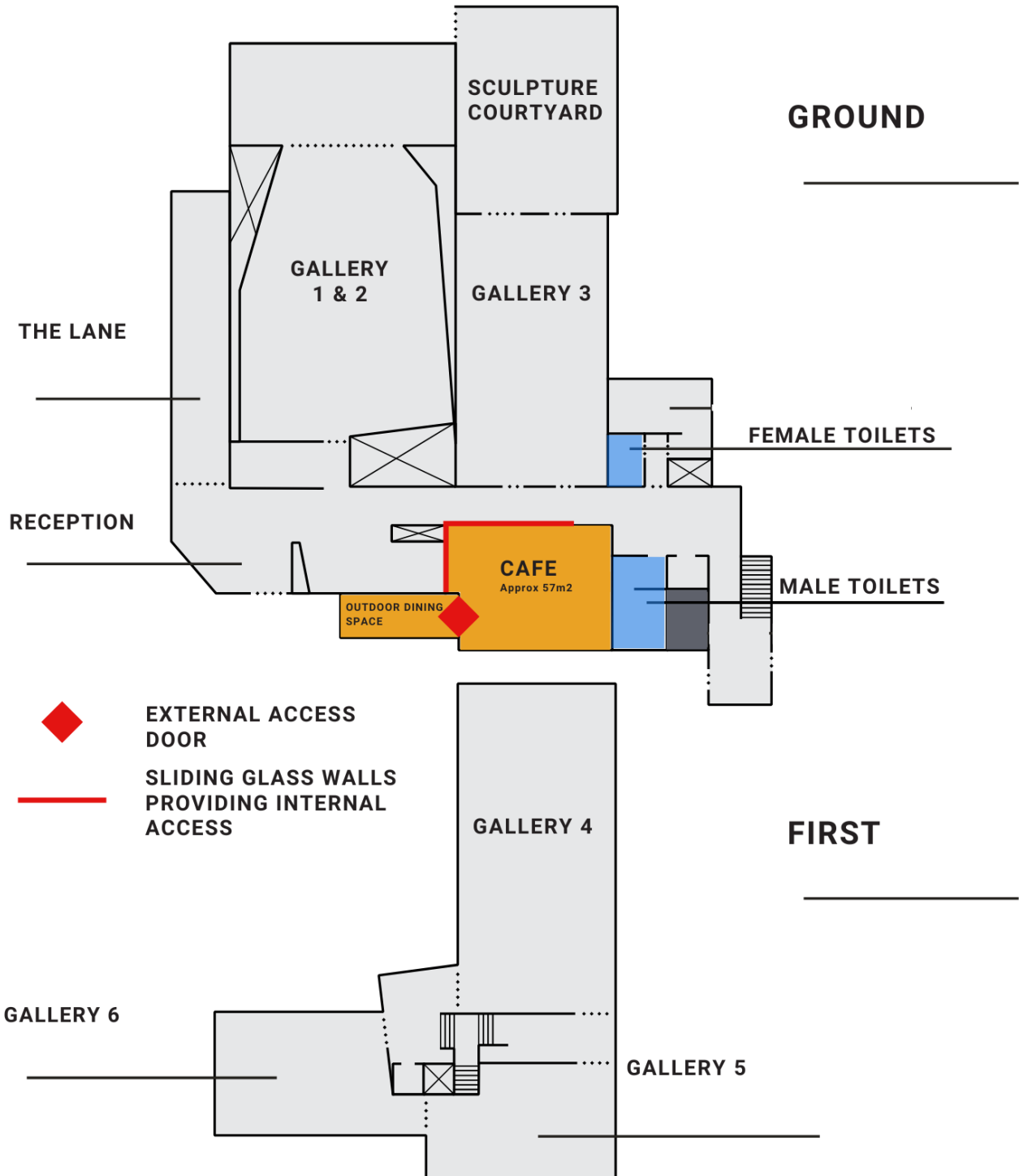
Extended opening hours welcome and consideration to reduced hours during non-peak times (Tuesdays & Wednesdays) will be made.

Café Space

The space currently has the following items installed;

- Commercial Rangehood canopy
- Grease Trap
- Outdoor Dining space with outdoor awning

Floor Plan



Proposed Terms

Licensee	Not-for-Profit or Social Enterprise focused organisation
Initial Term	3 Years
Licence Fee	\$520 + GST per annum
Outgoings	\$2,000 + GST per annum
Options	To be Negotiated
Insurance	\$20 Million Public Liability coverage
Fit-out	Licensee to complete fit out at their own expense, plans to be submitted to Council for approval prior and subject to Council and any other relevant statutory authority approvals.
Repair and Maintenance	Council responsibility for the floors, ceiling, walls and locks. All other maintenance and repairs are the responsibility of the tenant including the rangehood, grease trap and outdoor awning.

Evaluation Criteria

Social Enterprise
Local Benefit
Brand Protection and Elevation Protection
Quality of Food and Beverage
Relevant Experience
Point of Difference
Operating Model

Expression of Interest Process

The process is intends to follow the timeframes below

Invitations Welcomed	13 January 2025
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Expression of Interest Closes	28 February 2025
Shortlisted Applicants Notified	Early March 2025
Successful Applicant Selected	Late March 2025
Documentation Finalised	End of March 2025
Site Handover	April 2025
Anticipated Trading to Commence	July 2025

Further Information

The process is being managed by Latrobe City’s Property Operations team.

To discuss the opportunity, space or process further please reach out on 1300 367 700 or property@latrobe.vic.gov.au

If you wish to view the space prior to submitting an application please make a time with the Property Operations team.