



Expression of Interest – Function Management & Catering Services

Organisation: Wylie's Baths Trust Incorporated

Location: 4B Neptune Street Coogee, NSW 2034

Category: Function Management & Catering Services

Status: Open

Closing date: 31 October 2021

Description: Wylie's Baths Trust is calling for Expressions of Interest (EOI) for Private Function Management and Catering Services, incorporating client bookings, event styling, catering, RSA, security, site management, sound monitoring, and event labour.

Wylie's Baths is a not-for-profit, public community pool. The Wylie's Baths Trust holds a licence agreement with Randwick City Council to operate this venue as a public bathing facility.

Ancillary to the purpose of providing a recreational facility (and for the financial sustainability to the Baths) the Wylie's Baths Trust is permitted to hire out the facility for private functions.

These private functions contribute greatly to raising funds for the management, maintenance, restoration, and protection of the facility for the swimming public.

Each year, Wylie's preferred Function Management/Catering partners host up to 30 private functions.

Wylie's Baths Trust is seeking additional partner companies to diversify client options. The Function Management & Catering Services Providers are responsible for planning, organising and executing private events to be enjoyed by hirers of the facility.

The Function Management & Catering Services Providers are responsible for all provisions of function management services including but not limited to: bump-in & bump-out, catering services, responsible service of alcohol, function management, security, entertainment, MC, and styling.

This opportunity is non-exclusive and the Wylie's Baths Trust reserves the right to engage other providers, depending on client requirements or the needs of the Wylie's Baths Trust.

Expressions of interest must include:

- Site visit/inspection prior to submission of EOI (this can be virtual or in person, pending COVID restrictions)
- Relevant experience and qualifications
- A sample function run-sheet from a public facility or venue
- A sample menu for a wedding
- A sample quote for a wedding
- Description of services with any points of difference in the function management & catering market
- A link to your website & social media accounts
- 3 venue, trade, or client references

Essential criteria include:

- Gold licence:
https://www.rca.asn.au/sites/default/files/uploaded-content/website-content/current_gold_licence_caterers_10.pdf
- On-premises liquor license

Expressions of interest must be emailed to swimnow@wylies.com.au by 15 October 2021.

The Functions Management & Catering Services contracts will be offered to the business(es) whose expression of interest best demonstrates their capacity to deliver these services successfully with both sensitivity to community space and professional capability in the full-service function management market.

Please contact Baths Manager, Courtney Tallon, to arrange a site visit (in person, or virtual) and if you have any questions.