



## 2019 APEX Dining Room Tender Specifications

**General Information:** The Gympie District Show Society Inc. (GDSS) is a non-profit community based organisation, which organises the Gympie District Show. Last year over 38,000 people passed through our gates. This year marks our 131<sup>st</sup> Show and will be a 3 day event being held on Thursday 16<sup>th</sup>, Friday 17<sup>th</sup> and Saturday 18<sup>th</sup> May 2019.

### REQUIREMENTS

#### Target

- The Apex Dining Room is the premier dining area available to Show patrons.
- Located on the upper floor of Pavilion, it provides excellent views across the grounds and has a full-service bar.
- Conference Rooms are not included in APEX Dining Room tender.
- APEX Dining Room operation hours are to be as per the Contact Schedule.
- Please be advised that you may receive gluten free and vegetarian dietary requirements.
- All meals and drinks provided, and their pricing are at the discretion of the contractor.

#### Contractor

- The contractor is to supply the GDSS with the name and mobile telephone number of their onsite person in charge.
- The contractor will ensure that all staff are provided with a copy of the Gympie Show Information Guide.
- Show staff and volunteers' may source meals from your dining room.
- Each staff and volunteer meal supplied requires the completion of a Meal Voucher (see scan below). All sections on the reverse side of the voucher must be completed for payment to be made.
- Completed Meal Vouchers can be redeemed for cash via the Show's Treasury during Saturday or Sunday morning. Failing that, please ensure they are provided to the Show Office by 24<sup>th</sup> May 2019 so that electronic payment can be processed.
- The kitchen and dining room must be cleaned prior to handing back to the GDSS.
- The space will be inspected on Monday 20<sup>th</sup> May and any additional cleaning required will be at the expense of the contractor. The following are the minimum cleaning requirements:
  - All benches to be wiped clean and smear free.
  - All refrigeration and freezer spaces to be cleaned inside and out
  - Sweep and mop all flooring including under benches
  - Ovens and stovetops to be cleaned inside and out
  - Dishwasher to be emptied and cleaned inside and out
  - Remove all rubbish, empty and clean all bins.

- The contractor shall be responsible for restoring the bar areas to a clean and hygienic condition including cleaning of floors, walls, bench tops, beer lines, fridges and fittings as well as the removal of all waste.
- All breakages will be the expense of the contractor
- The liquor permit is that of the GDSS, but the running and cost of bar/alcohol is the responsibility of the Contractor.
  - All person/s serving alcohol must hold a Responsible Service Alcohol Certificate and a copy of this certificate is to be supplied to the Show Secretary before takeover of the dining area. This is required under the liquor permit provided by the GDSS.
- Any variations to the above including any associated costs will be negotiated with the Show Secretary.

#### **Gympie District Show Society Inc.**

The GDSS will undertake the following:

- All buildings and ablutions will be cleaned prior to handover
- The liquor permit will be arranged by the GDSS
- For the handover of keys/premises – please liaise with Show Secretary to organise meeting time on Monday 13th May 2019.

#### **“ATTENTION: All applicants for food stalls at Gympie Show”**

The following instructions have been received from the Gympie Regional Council and will have to be adhered to:

- Mobile food vehicles and food stall operators (operating for commercial gain) will be required to hold a current Food Business Licence issued by a local government authority.
- Local community groups and charities (non-profit organisations, which include school P&C Associations) that operate a food business selling “meal” on less than 12 days of each financial year, are exempt from the requirement to possess a Food Business Licence pursuant to the *Food Act 2006*.
  - Please note however, that these groups still have an obligation to ensure that the facilities provided, and all food handling practices are conducted in accordance with the Food Safety Standards detailed in Chapter 3 of the *Australia New Zealand Food Standards Code*.
- A link to the relevant Standards within Chapter 3 of the Code can be accessed here:
  - Standard 3.2.2 Food safety practices and general requirements → <http://www.comlaw.gov.au/Series/F2008B00576>
  - Standard 3.2.3 Food premises and equipment → <http://www.comlaw.gov.au/Series/F2008B00577>
  - A link to the Food Standards Code as a whole can be accessed here → <http://www.foodstandards.gov.au/code/Pages/default.aspx>
- Should you require further specific information please contact one of Gympie Regional Council’s Environmental Health Officers on 1300 307 800.

**PLEASE QUOTE LICENCE AND/OR REGISTRATION NUMBER ON APPLICATION FORM.**

## CONTRACT SCHEDULE

- ✚ Open to the public
  - Thursday, Friday & Saturday 16<sup>th</sup> – 18<sup>th</sup> May 2019 (Times to be determined by the contractor and the Show Secretary)
- ✚ Hosting Sponsor Function (if applicable)
  - Wednesday 15th May 2019 (Time to be determined with the Show Secretary)
- ✚ A list of inclusions in the kitchen is below:

<b>AL-A-CARTE KITCHEN - SHOW</b>			
	Count In	Other Areas	Count In
Tea Cups	160	Power leads	3
Saucers	160	Whirlpool Microwave	
Large Dessert Bowls	160	Oven	1
Small Dessert Bowls	108	Radio	1
Bread & Butter Plates	160	Rubbish Bin	1
Small Dinner Plates	160	White Urn	3
Large Dinner Plates	160	Large Dishwasher Trays	4
Salt & Pepper Shakers	40	Dishwasher Cutlery	
Small Oatmeal Bowls	8	Containers	2
Milk Jugs	16	Large Wooden Trays	4
Tea Spoons	160	Small Wooden Trays	2
Soup Spoons	160	Deep Fryer Baskets	2
Dessert Spoons	160	Cutting Boards	5
Dessert Forks	160	2 Step Ladder	1
Dessert Knives	160	Mop & Bucket	1
Table Forks	160	Brooms	2
Table Knives	160	Dance Floor Mop	1
Steak Knives	100	Small Cold Dishes with lids	6
<b>Wire Cage</b>		Grills with Rack & Spill Tray	2
Large Baine Marie Dish	3	Trolley	1
Large S/S Stock Pot & Lid	1	Fire Blanket	1
36 L Stock Pot & Lid	2	Fire Extinguisher	1
Large Baine Marie Lids	3		
S/S Tea Pots	2		
Baking Trays	2		
Perforated Steamer Trays	4		
Bench Mounted Can Opener	1		

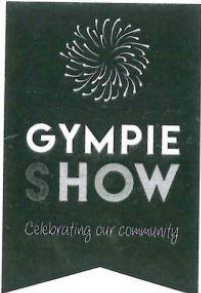
## TERMS and CONDITIONS

- ❖ Please refer to the attached Gympie Show Information Guide for the complete set of terms and conditions relating to this tender.
- ❖ The organisation cannot assign or subcontract the tender without the prior written consent of the GDSS.
- ❖ The tendered amount must be inclusive of GST
- ❖ Upon successful provision of the services being provided (as above) to the GDSS, the GDSS will pay the fee as tendered to the contractor.
- ❖ Payment of the fee by the GDSS will be made within 28 days of receipt of a complying tax invoice from the contractor.
- ❖ The contractor will provide the GDSS with a complying tax invoice by Friday the 31<sup>st</sup> May 2019

## PASSES

- The following will apply to the successful contractor.
  - Electronic tickets will be issued as per the ticket roster to be completed by the contractor.
  - Electronic tickets can be exchanged for armbands upon entry via the show entrances from Thursday 16<sup>th</sup> May 2019.
  - Vehicle passes need to be discussed with the Show Secretary.

## MEAL VOUCHER

	<b>20</b> _____	<b>SECTION:</b> _____
	<b>Meal Voucher</b> Up To The Value Of \$13.50	<b>STEWARD:</b> _____
	Thank You For Your Support Of The Gympie Show.	<b>RECIPIENT:</b> _____
		<b>VALUE USED: \$</b> _____