

Manchester Craft and Design Centre

Café Information Pack 2021



Manchester Craft & Design Centre

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ABOUT US

MCAD's mission is to be an unforgettable place to make, see and buy contemporary craft and design.

Manchester Craft & Design (MCAD) is a registered charity (charity no. 1173366) responsible for managing Manchester Craft & Design Centre (MCDC). MCAD promotes the advancement of education to the public in contemporary visual art, craft and design by developing artistic understanding and participation, stimulating and promoting high standards and providing greater access to the arts for the public. We currently receive funding from Arts Council England and Manchester City Council's Cultural Partnership.

MCDC is located in a Victorian fish and poultry market building in the Northern Quarter of Manchester, at the heart of an innovative creative community. The premises is owned by Manchester City Council and has been in operation as a craft centre since 1982, in part leading the vanguard of regeneration in the Northern Quarter to its place today as a creative, lifestyle quarter of the city. MCDC will celebrate its fortieth anniversary in 2022.

MCAD provides studio / retail accommodation for contemporary craftspeople and designers, organises a high-quality exhibitions programme and hosts a café (currently vacant). We normally run a programme of workshops and events which are currently on hold due to Covid. Following periods of closure during the pandemic, the Centre is once again open to the public 6 days per week.

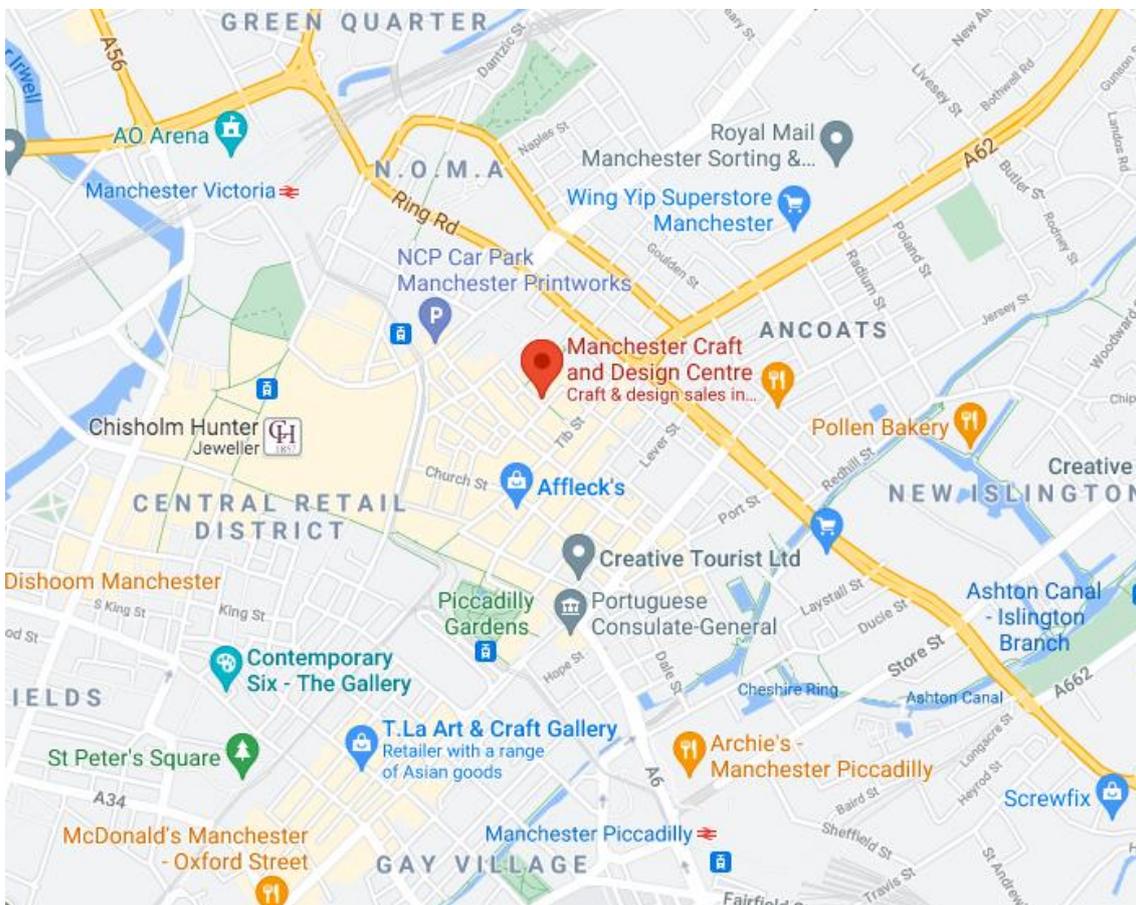
OPENING HOURS

Monday - Saturday 10am – 5.30pm
Sundays in December 11am – 5pm
24/7 access key for license holders

FACILITIES

- Rent service charge includes cleaning, lighting & heating for communal areas
- Café seating space for c. 30 covers (dependent on social distancing restrictions), plus additional seating in atrium and under outdoor canopy.
- Potential for use of public square in front of building for café seating.
- Café included in MCAD's marketing (website, e-flyers, social media 17.3k Instagram followers)
- Premises license
- Building fire and intruder alarms
- Superfast broadband
- Dog-friendly building

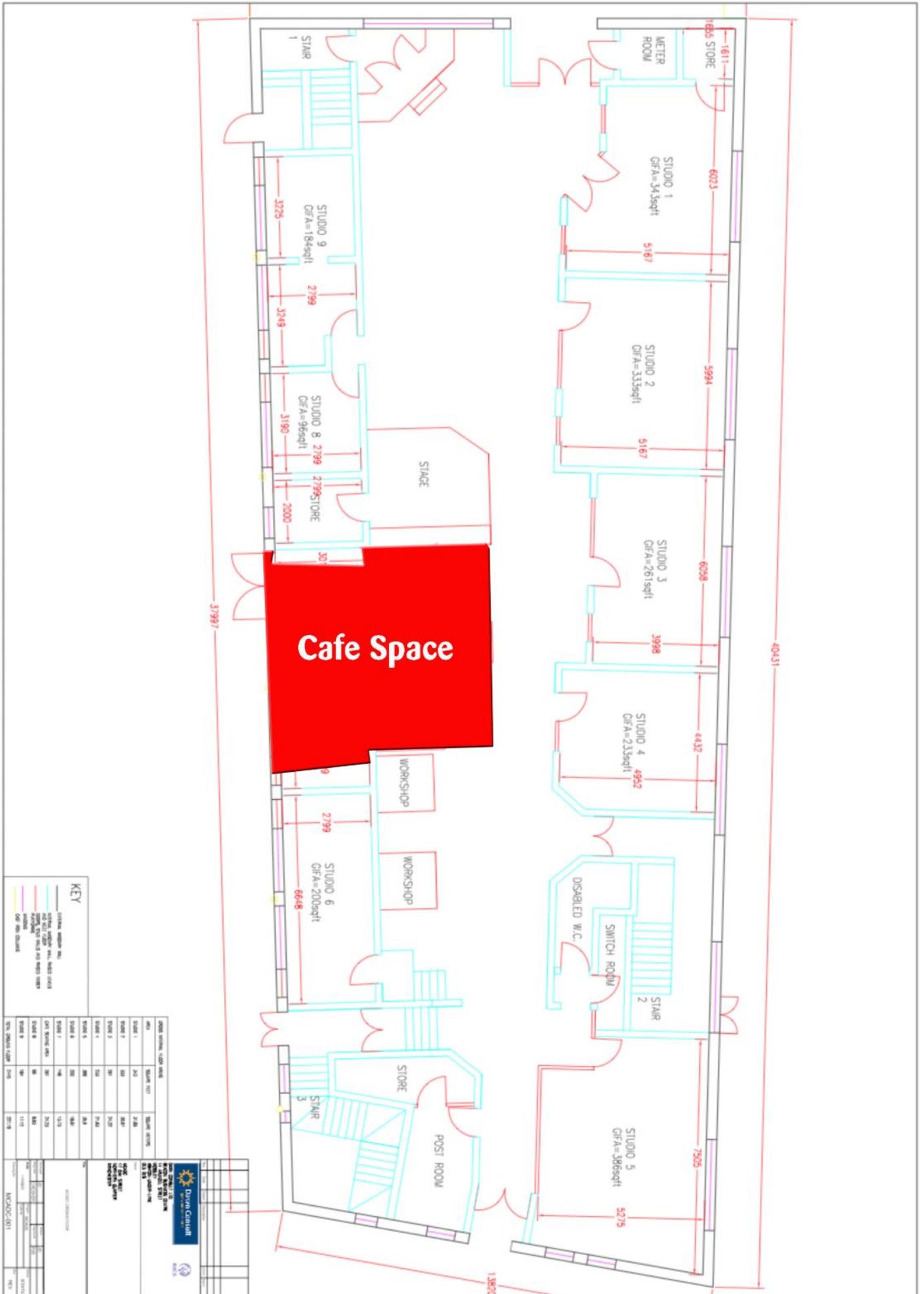
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GENERAL INFORMATION		
Visitor figures		
	c. 79,000	Annual (2019-20)
January	4127	Monthly averages (2019-20)
February	6830	
March	5937	
April	6029	
May	6675	
June	7473	
July	7279	
August	9305	
September	5892	
October	6835	
November	6520	
December	10867	
January	4127	
Internal customers		
Studio holders	c.35	20 studios
MCAD staff	6	Plus occasional staff / volunteers
Café / Kitchen Information		
Area	Space	Notes
Kitchen area	148 sq ft / 17.73 sq m	
Raised seating area	261 sq ft / 24.23 sq m	
Ground level seating area	58 sq ft / 5.37 sq m	
Atrium (shared use)	n/a	
External canopy area	n/a	Space for 2-3 tables
Option for additional outdoor seating on Oak St Square	n/a	Currently being negotiated with local residents
TOTAL AREA	467 sq ft / 43.38 sq m	Rent is only charged for the kitchen and main seating areas
Kitchen Facilities		
	Partially fitted kitchen with billed utilities (gas, electric, water)	
	Gas water boiler (Landlord's certification)	
	Double sink with jet spray	
	Separate handwash sink	
	Extractor	
	Serving hatch and counter	
	Side door for deliveries	
	Serviced fire safety equipment	
2021-22 rent @ £21.80 per sq ft	£10,185.56 p.a. / £848.80 p.m.	Rents are reviewed annually on April 1 st .
Business rates	£563.20	2021-22 rates (currently small business exempt)
Rent excludes business rates, water, electricity, gas and insurance.		
N.b. due to being located in a Victorian market building, the Centre is cold in winter and hot in summer.		

FLOOR PLAN



CATERING REQUIREMENTS

Opening Times

The café is required to open when MCDC is open to the public (see p.2 for opening hours) which may be subject to review. The café may open earlier, later or at other times subject to negotiation with MCAD's management team and safe operation of the building (health & safety, cleaning, security etc). Extended opening hours may be subject to increased rent to cover operating costs.

Prior to the pandemic MCAD ran a variety of events such as workshops, meeting room bookings and evening events that brought additional business to the café, which we hope to restart as Covid restrictions ease. The previous café operators augmented their income by using the café kitchen as a base for external catering.

Business and Catering Requirements

We welcome interest from caterers with a track record of business, and are open to proposals based on a full café offer / more temporary trial period. Experience of developing a brand, marketing your business and building a strong social media following will be vital factors in the café's success. This is an opportunity to build a loyal customer base and create a buzz at the heart of the Centre and Northern Quarter. However we acknowledge that MCDC is 'off the beaten track', so the café will need to actively grow its audiences and attract repeat customers.

MCAD doesn't have prescriptive ideas about the nature of the catering offer, although it will need to have a distinctive appeal in order to compete with other food and beverage operators in the area. However, the café offer and feel will need to be complimentary with MCAD's ethos and role in nurturing public access to craft and design and an independent creative community. The café offer should be fresh, accessible to a wide range of customers with great customer service, and be environmentally responsible.

Facilities and Licencing

The kitchen area is partially fitted out with storage, double sink, separate hand washing sink, extractor fan and serving hatch. The café operator will be responsible for further fit out with specialist equipment appropriate to their offer, and for providing tables, chairs and dining equipment. The café seating area has a side door which can be used for deliveries.

In addition to the café seating area, the café has full use of the external canopy area at the front of the building which can accommodate c.10-12 covers and / or a catering cart. Café customers can also use the communal atrium space. We are currently in negotiation with our residential neighbours and Manchester City Council regarding the café's use of the attractive square at the front of the building.

MCAD holds a premises liquor licence. If the café operator wants to serve alcohol they will be required to appoint a qualified and responsible Manager who holds a valid Personal Alcohol Licence (PAL) and will be named on the premises licence as the Designated Premises Supervisor (DPS). They will also be required to ensure they have sufficient employees who hold PALs.

Due to the pandemic and while the café is currently closed our toilet is closed to customers. The café operator and staff will be responsible for café customer access to the toilet, which is usually limited by a key code lock to deter anti social behaviour.

Licence Agreement

MCAD will issue a licence agreement based on negotiation with the successful operator to cover a long term / shorter term arrangement. The licence will be offered on a full disclosure basis, and the operator will be expected to operate an open books policy by supplying as a minimum quarterly accounts and annual financial accounts to MCAD.

The licence agreement covers the café kitchen and seating area. It is anticipated that the café operator will work with MCAD to cater for internal events. On occasion MCAD may need to allow other caterers to supply events (e.g. for external venue hire or sponsored events), but this will not include use of the café kitchen and seating area.

Finance

Rent is currently £900 per month which excludes utilities, insurance and business rates (business rates currently exempt due to Covid). A rent deposit of three months is payable. The financial arrangement is negotiable dependent on factors such as the operator's level of investment and set up costs, or alternative financial models (e.g. fixed base rent + fixed percentage of sales over and above an agreed amount). Please explain any alternative proposed financial arrangements in your application.

Application Process

To arrange a site visit and / or speak to a member of the team please contact:

T: 0161 832 4274

E: contactus@craftanddesign.com

Initial applications will be made via an Expression of Interest form, followed by a Proposal and invitation to interview.

“Only a quick visit this time around as we were pushed for time, but again didn't fail to delight. Wonderful art works from around the UK and Manchester areas. Nice little cafe with seating in and around the atrium gives it a real community/village feel.”

Trip Advisor, January 2020