



## **Accredited Supplier Information**

### **Catering Tender 2025**

#### **Introduction**

Hylands Estate is a prestigious Grade II\* listed public park encompassing 574 acres of historic parkland. The beautifully renovated Grade II\* listed neo-classical elegant villa Hylands House, together with our Grand Pavilion, can be hired for any occasion including weddings, private celebrations, proms, business meetings and conferences. In 1966, with the House in a desperate state of disrepair, the then Chelmsford Borough Council purchased the Park 'for the people of Chelmsford to enjoy'. It was agreed by Chelmsford Borough Council that Hylands House should be restored to its former glory and having stood empty for 20 years. The first phase of restoration took place in 1987 and the final stage was completed 20 years later in 2007. Hylands House is still owned by Chelmsford City Council today.

As a wedding venue our capacity is 300 in the pavilion and 120 in the house (80 for a sit-down meal). We offer venue only hire options with a range prices that cover low, mid and high season. We give our client's the following accredited suppliers lists they must choose from:

- Caterers
- Bar & Drinks Suppliers
- Fireworks (one partner)
- Indoor Special Effects
- Live Streaming

Any other supplier our clients can appoint as long as they provide all the relevant documentation.

Our current 3-year accredited caterer list will be coming to an end in September in 2025. We are welcoming applications from existing and new caterers for a new 3-year accredited catering list that will go live from September 2025.

#### **Why become an accredited supplier for Hylands Estate?**

We see our list of accredited suppliers being an extension of our team. We want to build closer relationships with a reduced number of suppliers giving you more opportunities for your company to work at our venue. We want to give our clients the comfort of choosing from a list of trusted suppliers that we have a tried, tested and have good working relationships with. We will promote your company on our website, our social media

channels, and for every client that enquires with us they will receive a copy of our list of our suppliers.

We organise promotional days for our clients including highly successful wedding showcases. We invite a selection of our suppliers to meet with prospective and confirmed clients at no charge in return for offering services on the day.

Our target is to hold a minimum of 120 weddings a year.

### **Cuisines**

Hylands Estate is a very popular venue for a variety of cultures. Due to the diversity of the types of events at Hylands House we would like to accredit the following types of caterers as a minimum:

- Asian
- African & Caribbean
- Modern European
- Middle Eastern
- Kosher
- Turkish & Greek

### **Commission**

All accredited suppliers will agree to a 10% commission on all business provided at the venue:

- Commission is payable on the total final bill sent to the hirer. Commission will be calculated on the final net total of the client's bill and VAT added.
- A copy of the final client invoice must be sent to Hylands Estate within 14 days of the event date so that an invoice for the commission amount can be raised. All invoices must be paid within 30 days of issue.
- Commission is payable on all items relating to food and drink which may include bar drinks, tableware, linen, and staffing.
- A full breakdown of the services supplied must be shown on the invoice or included in a separate document.
- Commissions are a private arrangement between the supplier and the venue and must not be viewable on the client invoice.
- If you refer a client to us, and follow the correct referral process, we will waiver the 10% commission.

By applying to be an accredited supplier with us you agree to these commission terms. Failure to comply with the above will be breach of the contract and may result in a supplier being temporarily removed or permanently removed from the supplier list.

## **Marketing**

As an accredited supplier you will list Hylands Estate on your website venue pages, be active in promoting the venue on your social media channels and proactively promote Hylands Estate to your clients.

If you are invited to be a supplier at one of our wedding showcases, you will be asked to support promotional activities.

## **Required Documentation**

If a supplier is successful, you must be able to provide the following documentation:

- A copy of Food Standard Agency ratings. A minimum of 4\*
- A full and thorough health and safety policy
- Risk assessments and/or method statements
- Insurance certificates:
  - Public liability insurance (PLI) with a cover of at least £10 million (Product to be included)
  - Employers' insurance with a cover of at least £5 million
- Safeguarding policy
- Sustainability policy
- PAT certificates for all portable appliances that may be used at our venue
- If relevant you will be asked for a copy of your personal alcohol license

## **Catering Facilities**

Hylands Estate has kitchen facilities in both Hylands House and Grand Pavilion run entirely on electric. All other equipment, utensils, crockery, tablecloths and serving equipment must be provided by the caterer.

Hylands House:

- Pass through dishwasher
- Electric oven x 2 plus hob
- Tabletop oven
- Microwave
- Salamander grill
- Hot cupboard with single gantry
- Chiller
- Fridge
- Freezer
- Hot water boiler

Deep fat frying is not allowed in Hylands House kitchen

## Grand Pavilion

- Pass through dishwasher
- Electric oven plus hob x 2
- Steam oven
- Microwave
- Hot cupboard with double gantry x 2
- Fridge x 2
- Freezer
- Hot water boiler

Deep fat frying is allowed in the Pavilion kitchen only (equipment not provided)

### **Outside Cooking Area**

There is a designated space available in the Grand Pavilion Service Yard for outside cooking, using nonelectric appliances. Size: 3m x 4.75m = 14.25sqm

### **Bar Facility**

Hylands Estate has a bar facility based in the Grand Pavilion. For bars in Hylands House suppliers must bring their own portable bar. Accredited caterers are welcome to provide bar services, or our clients can choose from the accredited bar & drinks suppliers list.

Hylands Grand Pavilion Bar is equipped with:

- Glass washer
- 1 x small ice machine (we recommend that you bring additional ice)
- 4 drink fridges
- Illuminated display shelving

All equipment is routinely checked, and maintenance carried out as appropriate. However, we cannot guarantee that something will not breakdown – in this event we will work with the contractor to find a suitable solution wherever possible. We will notify suppliers in advance if we are aware of any maintenance issues.

## **Application process:**

### **Stage 1**

1. Complete the [Application Form](#)
2. You must send us separately:
  - a. 3 references from venues. (One to be historic. You will need to provide full reference, not just contact details). Existing accredited caterers do not need to do this
  - b. Brochures / marketing material
  - c. 1 event plan / function sheet of a real wedding you have catered in the last 12 months
  - d. \*Sample quotes
    - i. 300 persons sit down meal (Pavilion)
    - ii. 80 persons sit down meal (Hylands House)
    - iii. Drinks to not be included. You can highlight the cost with drinks as well but ensure without is included.

\*Quotes should exclude VAT but include all staff, service, and details of the number of staff /managers you would typically expect to have on-site for the above events.

[HylandsEventsSuppliers@chelmsford.gov.uk](mailto:HylandsEventsSuppliers@chelmsford.gov.uk)

You will be scored against all the information provided in the application form and sent documents. Please ensure you provide us with all the information required giving us as much detail as possible.

### **Applications close at midnight on Sunday 30<sup>th</sup> March 2025**

Suppliers will be shortlisted and may be required to attend either a face-to-face meeting at Hylands Estate or visit another venue where they are catering.

### **Stage 2**

If you are successful in becoming an accredited supplier, we will ask the following from you:

1. To sign the accredited supplier contract and supplier packs
2. To sign the Safeguarding & Modern Slavery Policy
3. To provide marketing materials as requested
4. All required documentation highlighted in page 3 of this document

Failure to complete any of above may result in your application being removed.

Any questions should be sent to the below email address:

[HylandsEventsSuppliers@chelmsford.gov.uk](mailto:HylandsEventsSuppliers@chelmsford.gov.uk)