

ALAN STEVENSON HOUSE (ASH) December/January 2023/24

REQUIREMENTS FOR OPERATION

Alan Stevenson House (ASH) forms part of The Hynish Lighthouse Shore Station Site, an important heritage site owned and operated on behalf of Tiree's community by The Hynish Trust. As such, the branding, appearance and name cannot be amended without HT permission; proposals which involve major changes in these areas would not be welcomed.

The Premises

The ASH Operating Agreement includes the ASH building and resources as per ASH001 ASH BUSINESS OPPORTUNITY PROPOSAL INVITATION document along with the equipment listed in the ASH006 ASH INVENTORY document.

Overheads

The successful operator will be responsible for all running costs of the operation including business rates, utility costs plus maintenance of all equipment supplied by the Hynish Trust.

The Hynish Trust wishes to enter into an Operating Agreement with the successful operator to formalise the payment of rent and the operation of ASH, the Operating Agreement will be based on the following information.

Audience

The proposal needs to demonstrate that thought has been given to the range of potential customers and their needs, to ensure the business offering is appropriate for both the operator's and Hynish Trusts' visitors.

Staffing

The operator is required to provide suitably qualified and experienced staff to deliver a high standard of hygiene, hospitality, customer care or any other occupation included in the business proposal. Adequate provision must be made for sickness/holiday cover. The operator will be responsible for all associated labour costs, including training, for supply of the service.

Pricing

Pricing must be such that it is compatible with the business of the Hynish Trust in order that both businesses can complement and add value to each other.

Marketing

Any marketing or publicity produced by the operator should complement the existing branding and will require approval from the Hynish Trust, including on-site positioning, of signage. Any additional branding or signage will be paid for by the operator. Opportunities where possible to produce joint signage with the Hynish Trust, to split the costs, will be considered.

Branding

ASH has experienced different phases over the 35 years since it opened. The Hynish Trust would like to hear from potential business providers the vision they would have for the future development of ASH as a service to Tiree and its visitors, and how their input and innovations will offer an improved experience for visitors and attract potential new customers.

Retail

No retail enterprise is to be carried out without the prior approval of the Hynish Trust. This is to ensure that the two businesses do not compete and that opportunities for the Hynish Trust to generate income are not undermined. The Hynish Trust would however be open to discussing a joint retail enterprise with the operator providing space and manpower to sell heritage memorabilia.

Disposal of waste

The operator will ensure that all waste is removed from site to the site's outdoor disposal facilities on a daily basis. Hynish is an isolated heritage site and efforts must be made to keep the whole site 'visitor ready' at all times and to reduce waste production and where possible recycle/compost or otherwise dispose of waste produced.

Modifications to the facilities

The operator must not make any modifications to any area or equipment without the prior written permission of the Hynish Trust. However, the Hynish Trust is open to ideas and discussions for improvements. The ASH building and all items provided remain the property of the Hynish Trust, should replacements be required, this will be at the sole discretion of the Hynish Trust based on the reason that the replacement is needed.

Staff competence

The operator is responsible for gaining all registrations and approvals needed from Argyll and Bute Council for the operation of their business. All staff employed by the operator must hold appropriate certification to comply with national or local authority regulation e.g. food hygiene or health & safety certification. Any regulatory issues are the responsibility of the operator and will be dealt with by its management and any concerned external body.

Particularly, proposals should consider such issues as how the applicant will:

- meet General Food or Health & Safety Law Requirements.
- apply safety management procedures.
- ensure its staff are aware of all necessary procedures such as food hygiene procedures and Health and Safety.

The operator will need to demonstrate how all facilities are kept safe and secure and relevant Health and safety regulations are met by its team.

Insurances

The operator will demonstrate that they hold adequate insurances to cover the loss or damage of any equipment belonging to the Hynish Trust, cash holdings on site, Employee and Public liability plus any other statutory requirements.

Regulation

The operator is required to comply with and keep up to date with current Health and Safety, Food Safety, Fire Safety, Environmental, Employment and any other laws relating to the operation of ASH. If changes in regulations are not adhered to the Hynish Trust has the right to terminate the Operating Agreement.

Compliance

Proposals must be submitted in accordance with the attached documents, all of which shall be deemed to form and to be read and to be construed as part of this Business Opportunity Proposal Invitation.

It is the responsibility of all applicants to ensure that their proposal is submitted on time - Proposals received after that time will not be considered.

The Hynish Trust is not bound to accept any proposal and reserves the right to cancel or suspend this process at any time.