



HILLINGDON  
LONDON

**PARTICULARS  
TERMS PROPOSED  
FIVE-YEAR LEASE TO OCCUPY AND  
MANAGE CATERING FACILITIES AT  
HASTE HILL PUBLIC GOLF COURSE  
THE DRIVE, NORTHWOOD,  
MIDDLESEX, HA6 1HN**

Property and Estates  
Residents Services  
London Borough of Hillingdon  
Civic Centre 2W/05  
Uxbridge  
Middlesex  
UB8 1UW

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## **THE PROPOSAL**

The Council owns Haste Hill Public Golf course, it is located within open space and is seeking individuals, partnerships or organisations to manage the main golf course clubhouse on the Council's behalf, on the basis of a contracted out lease for a period of five years.

The subject premises are in Northwood in the northern half of the borough and a plan identifying the location of the site is included in the particulars at Appendix 3. The proposed leased area will include a commercial kitchen, bar, cellar area, changing rooms and toilet facilities. It should be noted that the Council occupies the first floor of the building and there is therefore a shared use of the facilities.

The successful operator(s) will be required to manage the premises from the commencement date of the lease, providing a catering service to golfers and the general public, and undertake day-to-day management in terms of safety, security and maintenance.

Written submissions will be required as to the commitment and standards of service as part of this offer procedure.

## **HASTE HILL PUBLIC GOLF COURSE**

Haste Hill Public Golf Course is situated in The Drive, Northwood, Middlesex. It's surrounded by the suburbs of Northwood, Pinner, Ruislip and Harrow. The golf course was opened in 1926, it's an 18 hole course, par 68, length 5750 yards and is regarded as one of the most picturesque courses in Middlesex.



The car park provides 105 parking bays, 4 disabled bays, 2 brown badge bays and hatched off areas for delivery access. The large patio area includes patio furniture.

The clubhouse premises contain a bar, separate tea/coffee serving counter and lounge area with an open fire place, spike proof carpet and tiled bar. Area dimensions are attached in Appendix 6 of these particulars.



It has mens and ladies washrooms with urinals, toilets, changing areas, vanity area and shower facilities. There is one disabled toilet complete with DDA locking system, grab rails and alarm cord.



Back of house facilities include a chilled cellar for wet supplies, main store room for dry supplies, small office, small laundry room with washing machine and dryer. All existing equipment will remain the property of LBH, Any items worn or beyond repair will be the responsibility of the successful operator.

There is one large function room with internal bifolding doors to give the ability to separate into two smaller function rooms. It has a dance floor and private patio area. **These areas are optional subject to terms and conditions.**



The clubhouse serves the adjacent Golf Shop of Haste Hill Public Golf Course. The Golf Shop is operated by the London Borough of Hillingdon and excluded from the leased area.

The bar, lounge and kitchen are currently unoccupied, the previous caterers vacated in October 2018.

The successful caterer will manage the bar, lounge and kitchen to provide a catering service as required for all users of the adjacent public golf course, residents and in conjunction with the Council golf course management team. The caterer will be responsible for securing the premises during operational hours and overnight, this includes the car park. They will actively promote and encourage general public use of the catering and bar facilities. Working with the Council golf management team, golf societies will be marketed with society promotions on food and drink offers to increase golf society days.

The proposed opening hours below are a suggestion in line with golf service demands:

	Summer 1st April - 30th October		Winter 1st October - 31st March	
	Monday to Friday	Weekends and Bank Holidays	Monday to Friday	Weekends and Bank Holidays
Kitchen	08:00 - 18:00	07:00 - 18:00	09:00 - 16:00	07:30 - 16:00
Bar	10:00 - 22:00	10:00 - 22:00	10:00 - 18:00	10:00 - 18:00

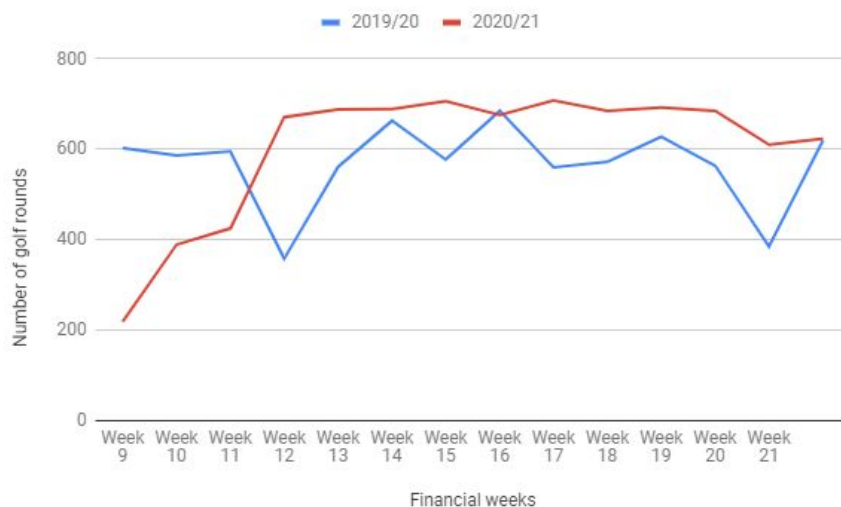
Haste Hill is a public facility open to all members of the public and actively encourages visitors and users from all cultural diversity. The catering operator will work with the London Borough of Hillingdon to ensure a fair, safe and enjoyable use of public facilities.

Set out below is the total number of golf course rounds played each year, of which all have access to the clubhouse and is served as potential stream of revenue for the successful caterer:

HASTE HILL	Total
2020/21 to date	9,786
2019/20	23,483
2018/19	25,986
2017/18	30,936
2016/17	33,822
2015/16	32,862
2014/15	35,947
2013/14	31,336
2012/13	29,330

*Dates based on 1st April to 31st March*

Since the easing of lockdown restrictions, Haste Hill has seen an increase in golfers in comparison to last year. This is reflected in the chart below following the golf course reopening in week 9.



## **BASIS OF OFFER**

- a. The applicant will be granted a five year lease to be contracted out of the security of tenure provisions of the Landlord and Tenant Act 1954.
- b. Offers are invited to operate the catering facilities in accordance with the proposed lease terms attached at Appendix 1 to these particulars.
- c. A three month rent free period will be granted at the commencement of the lease. The lessee will require the applicant to pay an annual rent based on the offer received.
- d. The lease will then be formally completed prior to commencement of the term and the lessee will not be permitted to commence occupation of the premises until the lease is signed and SLA agreed.
- e. Applicants should note that the Council will expect the facility to be open all year round (excluding Christmas Day).
- f. The successful operator(s) will be expected to erect a sign at the front of the clubhouse, advertising the internal catering facility and that it is available to the general public. The advertising area to be agreed with the Council.
- g. The refreshment facilities will be managed by the successful lessee(s) and is to be let in its existing condition. Any expenditure necessary to bring them into use will be at their own expense.
- h. The Council will require the lessee(s) of the catering facilities to have insurance cover at the minimum levels as follows:
  - Public Liability: £ 5,000,000.00
  - Employers Liability: £ 10,000,000.00

A receipt confirming that the premium has been paid will be required upon signing the lease and providing the Council a copy of the signed policy whether formally requested or not.

- i. In order for the Council to assess your current / past business ability, as well as your ability to manage catering facilities, the Council seeks at least two references.

THESE MUST ACCOMPANY THE OFFER FORM and should be on the following basis:

- i. A bank reference to comment on:

- The applicant's ability to meet the proposed rent .

- ii. A landlord's reference (current or previous) to comment on:

- The length of lease taken and the rent amount paid.
- Whether regular rent payments have been made with no rent arrears.

**OR**

iii. An accountants reference to comment on:

- The applicant's ability to meet the proposed rent .
- The applicant's previous trading history in terms of profit and loss.

In addition a current credit report is required from Experian or Equifax.

The successful operator will be required to attend quarterly review meetings with golf management.

- I. The Council will also ensure that the successful operator is aware of the following employer and service delivery responsibilities in relation to:
  - Health and Safety legislation.
  - Disability Discrimination Act.
  - Equal Opportunities.
  - The Food Standards Agency.



## **CRITERIA FOR ASSESSMENT OF OFFERS**

Offers will be assessed on the following criteria:

1. The level of annual rent being offered.
2. The opening hours proposed.
3. Suitable and acceptable references.
4. Suitable and acceptable experience of managing catering facilities.
5. A business plan and/or statement of how you, the applicant, will operate the catering facilities taking into account the Council's requirements.
6. Sample menus with proposed pricing for the clubhouse.
7. Sky sports subscription or similar premium TV subscription - desirable but not mandatory.
8. Valid personal alcohol licence.

## **PROCEDURE TO FOLLOW TO MAKE AN OFFER**

- a. Applicants wishing to make an offer must complete the enclosed form and return it in a sealed envelope bearing no mark on the outside to indicate the sender's name.
- b. Offers are to be received using the enclosed form, sent to the Civic Centre either by email, post or handed in to the Main Reception FAO Tekla Byfield.
- c. Two references must accompany the form. If these are not received with the offer form then this will invalidate the offer received. If no landlord's reference is available a personal reference should be supplied instead.
- d. A written statement and/or business plan must accompany the offer in the envelope.
- e. A limited liability company may be asked to provide a guarantor.
- f. The applicant must confirm that they will have in place the necessary insurance cover as detailed in these particulars.
- g. The offer form must be signed and dated or this will invalidate the offer.**

## **ACCEPTANCE OF AN OFFER**

- a. If a short listing occurs, applicants may be asked to attend an interview to discuss their proposal further and provide tasting samples.
- b. The successful applicant(s) will be notified in writing. The offer is subject to contract and cabinet member approval. The chosen operator(s) will be required to sign and date the completed lease agreement and SLA before the commencement date.
- c. The lease commencement date will be agreed between both parties.
- d. It will be deemed upon signing the lease that the successful operator(s) is/are fully aware and in agreement with all the terms and conditions relating thereto, and will take the subject property in its existing condition as at the date of signing.

## **NOTE**

The Council reserves the right to decline the highest, lowest or any offer whatsoever and will not reimburse any applicant for any costs in the preparation of their offer, whether successful or not.

## **COUNCIL CONTACTS**

In the event that interested parties need to contact Council officers to discuss any aspects of this matter or to arrange a viewing of all or any of the facilities prior to making their offer, the following contact names are given:

- For property issues, telephone Tekla Byfield of the Council's Property and Estates Service on 01895 250922 (Tuesdays and Thursdays) or [tbyfield@hillington.gov.uk](mailto:tbyfield@hillington.gov.uk)
- To arrange a formal viewing of the facilities, telephone Gail Kersey, Haste Hill Public Golf Course on 01895 250220 or [gkersey@hillington.gov.uk](mailto:gkersey@hillington.gov.uk)

## **DISCLAIMER**

### **MISREPRESENTATION ACT 1967 & PROPERTY MISDESCRIPTIONS ACT 1991**

These details are particulars only. Whilst believed to be correct, their accuracy is not guaranteed, and it is the responsibility of the applicants to satisfy themselves as to the correctness thereof.

The Council is offering the lease as landowner only, and nothing in these particulars should be relied upon to imply that the Council acts in any other capacity, nor should it imply approval of any use under the provisions of the Town and Country Planning Acts and/or allied legislation.

AGENTS PLEASE NOTE THAT IN THE ABSENCE OF A WRITTEN AGREEMENT TO THE CONTRARY THE COUNCIL WILL NOT PAY AGENTS FOR INTRODUCING A SUCCESSFUL PARTY.

## **APPENDIX 1**

Proposed main lease terms subject to amendment to reflect the circumstances affecting the individual catering facilities.

- 1) A five year lease is to be granted.
- 2) Six months rent is to be paid in advance on completion of the lease and thereafter the annual rent is to be paid quarterly in advance. Please note the rent does not include TV licences or subscriptions, music licences, telephone and broadband lines, business rates or any other payments associated with the business use.
- 3) The landlord is to pay the water, gas and electricity charges for the building and the tenant will be recharged a fair proportion based on a 50/50 split.
- 4) The lease to be contracted out of the security of tenure provisions of the Landlord and Tenant Act 1954.
- 5) The prospective tenant to be responsible for internal repairs, decoration and all cleaning of the premises as specified in the lease and to the satisfaction of the Council.
- 6) The prospective tenant is to provide a catering service for residents and service users of the Haste Hill Public Golf Course.
- 7) No assignment or subletting permitted of part or whole of the subject premises.
- 8) The matter is subject to contract and any necessary Council's cabinet approval that may be required.
- 9) The Council is to reserve rights of access to the ground and first floors.
- 10) There will be a break option after the second year of the commencement date of the lease, exercisable by either landlord or tenant and giving 6 months prior written notice.
- 11) The prospective tenant is to operate and manage Covid-19 social distancing measures in line with government guidelines.

**APPENDIX 2**

**OFFER FORM**

OFFER(S) FOR LEASE OF CATERING FACILITIES IN HASTE HILL CLUB HOUSE,  
HASTE HILL PUBLIC GOLF COURSE, NORTHWOOD, MIDDLESEX, HA6 1HN

(PLEASE USE BLOCK CAPITALS THROUGHOUT)

I hereby offer the following annual rent for occupation and the right to manage the catering facilities:

Annual rent level (£) \_\_\_\_\_

I confirm that I have enclosed the following with my application:

1. References:

(a) Two references as mentioned above.

2. A current credit report from Experian or Equifax.

3. I confirm that I / we shall have insurance cover as detailed in the particulars.

Yes / No

**I hereby confirm all information given is right and correct and understand that any false statement(s) may result in my application being rejected.**

Signed: \_\_\_\_\_

Print Name (in full): \_\_\_\_\_

Status: \_\_\_\_\_

On behalf of : \_\_\_\_\_

Address (including postcode): \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

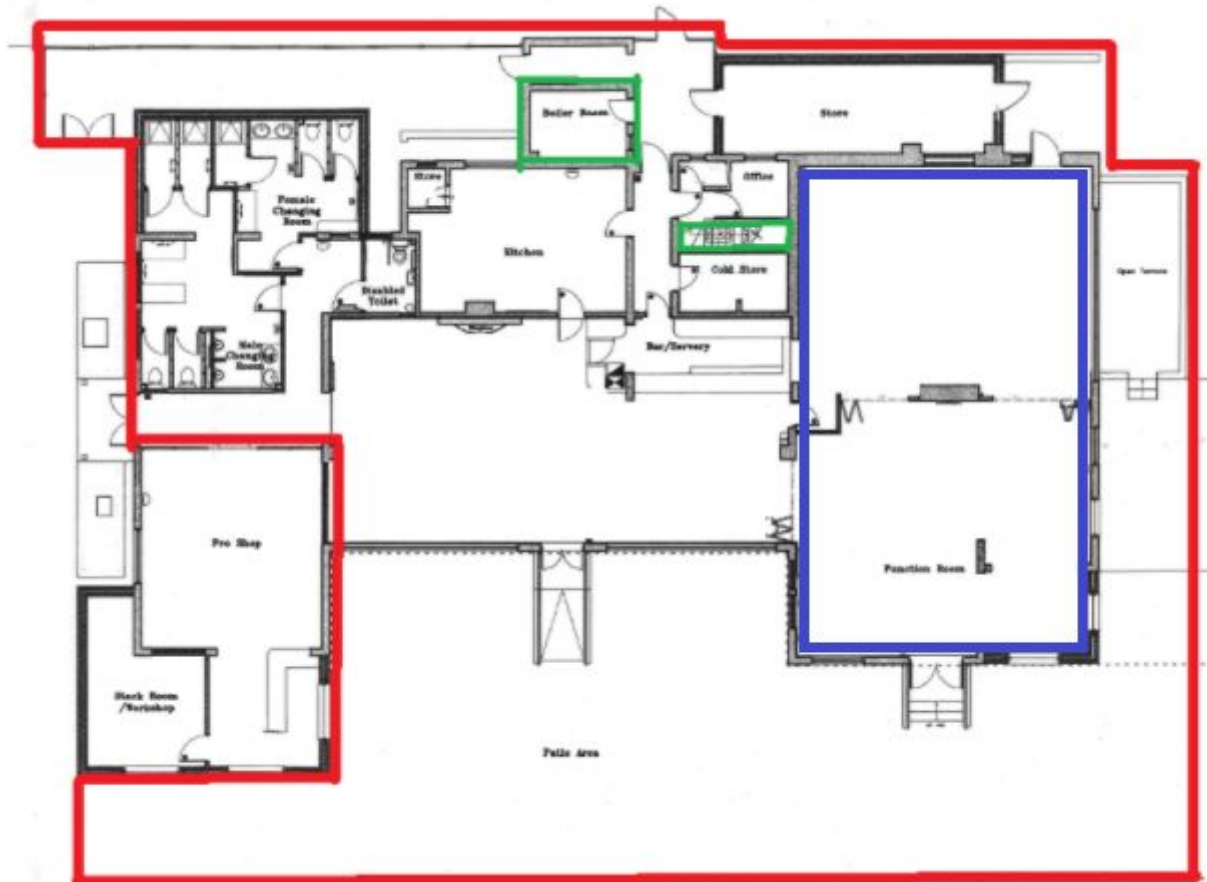
## APPENDIX 3

### Location Plan / ground floor plan

The area edged in red denoted the areas to be included within the lease. The landlord will grant rights of access to the patio area.

Areas edged in green are to be excluded from the lease.

The area edged in blue is optional subject to terms and conditions.



## **APPENDIX 4**

High value items belonging to the Council are marked with UV ink as follows:

LBH 1	Lincat fryer
LBH 2	Blue Seal Grill
LBH 3	Archway Griddle
LBH 4	Falcon 6 burner range
LBH 5	Lincat oven
LBH 6	Sharp microwave
LBH 7	Classeq dishwasher
LBH 8	Classeq glass washer
LBH 9	Hot cupboard
LBH 10	Bain marie counter
LBH 11	Hot plate countertop
LBH 12	Stainless steel table x 6
LBH 13	Washing machine
LBH 14	Tumble dryer

## APPENDIX 5

# Energy Performance Certificate

## Non-Domestic Building



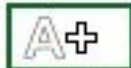
Haste Hill Golf Club  
The Drive  
NORTHWOOD  
HA6 1HN

Certificate Reference Number:  
9290-1945-0361-8930-1044

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government's website at [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates).

### Energy Performance Asset Rating

More energy efficient



Net zero CO<sub>2</sub> emissions

**A** 0-25

**B** 26-50

**C** 51-75

**52**

This is how energy efficient the building is.

**D** 76-100

**E** 101-125

**F** 126-150

**G** Over 150

Less energy efficient

### Technical Information

Main heating fuel:	Natural Gas
Building environment:	Heating and Natural Ventilation
Total useful floor area (m <sup>2</sup> ):	621
Assessment Level:	3
Building emission rate (kgCO <sub>2</sub> /m <sup>2</sup> per year):	77.03
Primary energy use (kWh/m <sup>2</sup> per year):	442.27

### Benchmarks

Buildings similar to this one could have ratings as follows:

**28** if newly built

**82** if typical of the existing stock

## APPENDIX 6

Haste Hill Public Golf Course				
<i>Location</i>	<i>width</i>	<i>depth</i>		
	m	m	sq m	sq ft
<b>Function Room 1</b>	9.60	7.30	70.08	
Plus	1.19	1.19	1.42	
			71.50	769.60
Plus external patio area leading onto FRM1	2.38	5.52	13.14	141.49
				911.09
				(with patio)
<b>Function Room 2</b>	9.42	8.13	76.61	
Less wall	1.19	1.19	-1.42	
			75.20	809.41
<b>Store</b>	2.85	8.68	24.70	265.90
<b>Cold Store</b>	1.93	3.53	6.81	73.33
<b>Side Office</b>	2.33	1.77	4.12	44.39
<b>Kitchen</b>	6.54	4.56	29.79	
Less store room	1.38	1.20	-1.65	
			28.14	302.91
<b>Lounge Area</b>	7.16	14.73	105.53	
Less bar area	2.20	6.29	-13.82	148.76
			91.71	987.13
<b>WCs</b>				
<b>Female WC</b>	3.78	3.55	13.40	
plus shower area	1.08	2.20	2.38	
			15.78	169.84
<b>Male WC</b>	4.38	4.22	18.48	
Less wall	1.733	1.79	-3.10	
			15.38	165.57