

# BAR, CAFÉ AND CATERING SERVICES EXPRESSION OF INTEREST





# INVITATION

Latrobe City Council invites Expressions of Interest from suitably experienced and creative hospitality operators to deliver café, bar and catering services at Gippsland Performing Arts Centre (GPAC).

This opportunity seeks an operator who views hospitality as an integral part of the cultural and visitor experience, and would work with GPAC to continue providing a welcoming, high quality and community-loved destination.

The EOI is intentionally free form and outcomes focused. Respondents are encouraged to propose innovative, commercially sound service models that align with GPAC's creative identity and diverse audience.

## ABOUT GPAC AND THE OPPORTUNITY

GPAC is the cultural heart of the Latrobe Valley, presenting a year-round program of performing arts, community activity, commercial hire and civic use.

The hospitality offering services a broad mix of audiences including ticket holders, daytime visitors, Council staff, meeting and event attendees, touring artists and the general public.

### Key activity indicators include

- Approximately 45,000 tickets sold annually across 195 events
- Average of around 420 onsite visitors per week excluding show attendance
- Strong demand for catering across meetings, commercial hirers, functions, events, Latrobe Performing Arts Centre (LPAC) and Kernot Hall services
- Consistent weekday and weekend visitation driven by GPAC, Visitor Information Centre, library and co-located Council services
- Forecasting over 250 events and shows across the GPAC precinct in 26/27
- GPAC is open to the public 363 days per year – only closed Anzac Day and Christmas Day.

This scale of activity provides opportunities across daytime trade, pre-show and interval service, evening bar operations and a growing catering program.

# DESIRED PARTNERSHIP APPROACH

## Council is seeking an operator who

- Brings a clear and compelling hospitality concept suited to a cultural venue
- Demonstrates commercial capability alongside creative thinking
- Understands audience flow, performance schedules and varied visitation patterns
- Is willing to collaborate with GPAC to evolve and grow the offer over time
- Values quality, consistency and community connection

There is no prescribed operating model, menu style or brand format. Council welcomes distinctive concepts that enhance GPAC's role as a civic and cultural meeting place.

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## SCOPE OF SERVICES

### Respondents are invited to outline proposals that should include

- Daytime café service
- Pre-show, interval and post-show bar service
- Catering for meetings, events, functions and commercial hirers
- Artist hospitality and backstage catering where appropriate
- Other event opportunities Respondents wish to put forward.

Proposals should clearly explain how services would flex across daytime, evening and event-based demand.

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03 / Bar, Café and Catering Services – Expression of Interest



# INFORMATION TO BE ADDRESSED IN EOI RESPONSES

EOI SUBMISSIONS SHOULD PROVIDE CLEAR, CONCISE INFORMATION UNDER THE FOLLOWING HEADINGS.

<b>Concept and Vision</b>	<ul style="list-style-type: none"><li>• Overview of the proposed hospitality concept</li><li>• Alignment with GPAC's role as a creative, community and visitor-focused venue</li><li>• Target audiences and how the offer responds to them</li></ul>
<b>Experience and Capability</b>	<ul style="list-style-type: none"><li>• Relevant hospitality experience, particularly within arts, cultural or high visitation environments</li><li>• Business structure and operational capacity</li><li>• Key personnel and management approach</li></ul>
<b>Food and Beverage Offer</b>	<ul style="list-style-type: none"><li>• Indicative café menu and food philosophy</li><li>• Indicative bar offering</li><li>• Price point positioning</li><li>• Catering capability and indicative catering menu or formats</li></ul>
<b>Service Model and Operations</b>	<ul style="list-style-type: none"><li>• Proposed operating hours including daytime, evenings and performance periods</li><li>• Staffing approach and service style</li><li>• Use of café space, bar and commercial kitchen</li><li>• Approach to peak periods and event-based trade</li></ul>
<b>Customer Experience</b>	<ul style="list-style-type: none"><li>• Approach to customer service and atmosphere</li><li>• Alignment with performance schedules, visitor flow and GPAC operations</li><li>• Accessibility and inclusivity considerations</li></ul>
<b>Aesthetic and Branding Approach</b>	<ul style="list-style-type: none"><li>• Proposed aesthetic, fit-out or styling approach</li><li>• How branding would integrate with or complement GPAC</li></ul>
<b>Commercial Proposal</b>	<ul style="list-style-type: none"><li>• Proposed business model including rent structure options.</li><li>• Indicative investment and fit-out approach</li><li>• Assumptions underpinning the commercial proposal</li></ul>
<b>Compliance and References</b>	<ul style="list-style-type: none"><li>• Evidence of relevant licences, insurances and financial capacity</li><li>• Reference sites or examples of previous operations</li></ul>



# SELECTION AND ASSESSMENT CRITERIA

**EOIs will be assessed against the following criteria**

- Strength and suitability of the proposed concept and alignment with GPAC
- Demonstrated hospitality experience and operational capability
- Quality and appropriateness of food and beverage offer
- Customer experience approach and understanding of a performing arts environment
- Commercial viability and clarity of proposed business model
- Capacity to deliver a collaborative, flexible and high quality service

## INDICATIVE TIMELINE

THE ANTICIPATED PROCESS IS AS FOLLOWS

EOI Open Period	February for four weeks
Assessment and Selection	March for four weeks including shortlisting, interviews and reference checks
Documentation and Approvals	April for four weeks
Site Handover and Establishment	May to June Fit-out, brand activation and readiness for commencement
Target Commencement	1 July 2026

## ENQUIRIES AND SUBMISSIONS

All enquiries regarding this EOI should be directed to

Nancy Milligan  
Manager Creative Venues and Libraries  
nancy.milligan@latrobe.vic.gov.au  
Latrobe City Council

Submissions and enquiries are welcomed and encouraged. Interested operators are strongly advised to attend a site tour to gain a full understanding of the opportunity.

Latrobe City Council looks forward to receiving proposals that bring energy, quality and creativity to GPAC, and that recognise hospitality as a vital part of the overall cultural experience.





# MANDATORY PROPOSAL CHECKLIST FOR RESPONDENTS

To support a fair, consistent and efficient assessment process, all respondents must ensure their submission includes the following information. Submissions that do not address these items may not be assessed.

Respondents are encouraged to use this checklist to confirm all required information has been provided.

## MANDATORY INCLUSIONS CHECKLIST

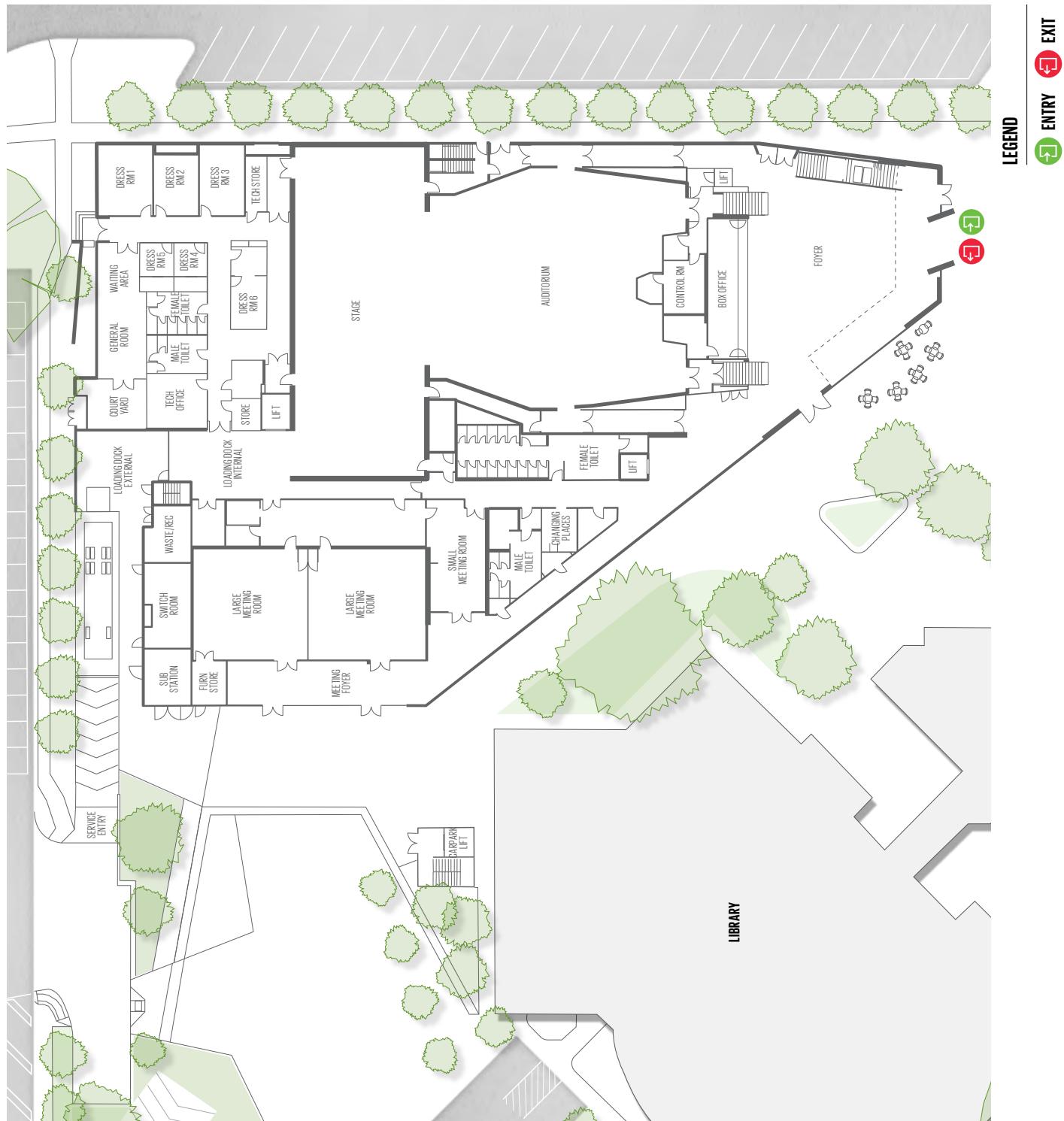
<b>Business and Contact Details</b>	Legal business name and trading name Primary contact person, phone number and email address Business structure eg sole trader, company, partnership
<b>Concept and Vision</b>	Summary of the proposed café, bar and or catering concept Vision for the hospitality offer and how it aligns with GPAC as a creative and community venue Target audiences
<b>Experience and Capability</b>	Overview of relevant hospitality experience Examples of previous or current venues or operations Experience operating in arts, cultural or high visitation environments if applicable
<b>Service Model and Operations</b>	Proposed operating hours including daytime, evenings and performance periods Staffing approach and service model Proposed use of the café space, bar and commercial kitchen Approach to catering for meetings, events and functions

<b>Food and Beverage Offer</b>	Indicative café menu or food offering Indicative bar offering Price point positioning Catering approach and indicative menu or formats
<b>Customer Experience</b>	Approach to customer service and atmosphere Understanding of audience flow, performance schedules and peak periods
<b>Aesthetic and Branding Approach</b>	Description of proposed aesthetic, fit out or styling approach Branding approach and how it will integrate with GPAC
<b>Commercial Proposal</b>	Proposed business model including preferred rent structure options Indicative investment and fit out approach Key assumptions underpinning the proposal
<b>Compliance and Due Diligence</b>	Evidence of relevant licences or ability to obtain required licences Evidence of insurances Evidence of financial capacity
<b>References</b>	At least two referees or reference sites from previous or current operations
Respondents are reminded that the EOI is intentionally free form. While creativity and innovation are encouraged, all mandatory information above must be provided to allow a thorough and equitable assessment.	
Minimum Insurances required includes Public Liability Insurance \$20million, contents and equipment insurance for own assets and appropriate Workcover insurance for hospitality Staff.	



# GIPPSLAND PERFORMING ARTS CENTRE

## - VENUE SITE MAP



# LCC-695: GIPPSLAND PERFORMING ARTS CENTRE CATERING SERVICES: CATERING EQUIPMENT SCHEDULE

## PRODUCTION/FUNCTION KITCHEN EQUIPMENT

- 1 S/S Preparation Bench with: - one (1) s/s sink - one (1) s/s hand basin - wet to dry section - shelf under - 1000mm long - s/s twin shelf over - 3200mm - four (4) legs Size: 3900mm x 700mm
- 1 3monkeez 90mm Sink Waste Arrestor Model: SSBW Size: 90mm
- Acqualine Deck Mount Flick Mixer with: - 200mm swing spout Model: AQD5200
- S/S Hand Basin
- 1 Acqua Deck Mount Time Flow Tap Model: AQD745
- 2 Basket Trolley with: - 500mm x 500mm basket capacity - handle Model: 69879 + Handle
- 1 Waldorf Gas Chargrill Model: CH 8600G-LS Size: 600mm x 805mm
- Waldorf Gas Range Model: RN8410G
- Size: 600mm x 805mm x 1130mm (now 8 Burner)
- 1 Waldorf Gas Deep Fryer Model: FN 8120G Size: 450mm x 805mm x 915mm
- 1 Convotherm Eleven (11) Tray Electric Direct Steam Combi Steamer - disappearing door Model: C4EST10.10CD
- Size: 875mm x 792mm x 1058mm
- 1 Custom Built Britannia Exhaust Canopy Model: CS3-53251650 x 490-750H
- 1 S/S Wall Panelling with: - ESV approved Fire Resistant Board backing Size: 5350mm x 2000mm high
- 4 Hatco Adjustable Decorative Heat Lamp with: - glossy grey exterior Model: DL-500-RL/BK
- 1 S/S Floor Trough Size: 1200mm x 300mm
- 1 Eco Guardian Drain Protector with: - circular 123mm flange Model: FT660 Size: 100mm
- 1 S/S Dishwasher Outlet Bench with: - tube shelf under - tube shelf over - 2 legs Size: 1600mm
- 1 Washtech High Performance Pass Through Dishwasher Model: AL Size: 750mm x 795mm x 1530mm
- 1 Custom Built Britannia Exhaust Canopy Model: DWE-11001100 x 490-750H Connection to fan and ductwork
- 1 S/S "L" Shaped Inlet Bench to Dishwasher with: - tube shelf under - 1840mm - 5 legs Size: 1990mm x 1890mm x 750/900mm S/S Sink
- 1 S/S Basket Slide
- 1 3monkeez 90mm Sink Waste Arrestor Model: SSBW Size: 90mm
- 1 Acqua Pre Rinse Spray Gun with: - 200mm swing pot filler faucet - wall support bracket - 6 star rated spray gun uses four (4) litres of water per minute - WELS approved - 5 year warranty Model: AQD1200
- 1 Washtech Premium Undercounter Glasswasher/Dishwasher - reverse osmosis compatible for spot free results (not included) Model: UL Size: 600mm x 635mm x 845mm
- 1 Elevation B - Dwg. K03-1 S/S Preparation Bench with: - two (2) s/s sinks - wet to dry section - shelf under - 3235mm long - s/s twin shelf over - 1700mm long - six (6) s/s legs Size: 4235mm x 700mm S/S Sink Price Included In Item 31
- 2 3monkeez 90mm Sink Waste Arrestor Model: SSBW Size: 90mm
- 1 Acqualine Deck Mount Flick Mixer with: - 200mm swing spout Model: AQD5200
- 1 Stoddart Easy Push Basin with: - adjustable timed water release - 300mm splashback - knee operated tap - no tempering valve Model: WB.KO1.300 Size: 500mm x 410mm x 500mm
- 1 S/S Bench with: - one (1) s/s sink - wet to dry section - shelf under - 2 tier shelf over - 900mm - 3 legs Size: 2175mm x 700mm S/S Sink
- 1 3monkeez 90mm Sink Waste Arrestor Model: SSBW Size: 90mm
- 1 Acqualine Deck Mount Flick Mixer with: - 200mm swing spout Model: AQD5200
- 1 S/S Drip Tray to Item 44 Size: 400mm x 300mm
- 1 S/S Drip Tray to Item 44 Size: 300mm x 300mm
- 1 Zip Autoboil Boiling Water Unit Model: 325051
- 1 Custom Built Coolroom
  - 75mm XFLAM panel.
  - 75MM styrene floor insulation (concrete wearing surface by others)
  - One 2000 x 800 hinged door with lock, bell and internal safety release
  - Size: 3170mm x 2400mm x 2700mm high
- 1 Simply Stainless Cleaner's Sink with: - 450mm splashback - on legs Model: CS.01.450 Size: 555mm x 455mm x 687mm
- 1 Yellow Cleaners Sink Faucet with: - support bracket - bucket hook Model: Y1836
- 1 Simply Stainless Cleaner's Sink with: - 450mm splashback - on legs Model: CS.01.450 Size: 555mm x 455mm x 687mm
- 1 Yellow Cleaners Sink Faucet with: - support bracket - bucket hook Model: Y1836
- 2 Stoddart Easy Push Basin with: - adjustable timed water release - 300mm splashback - knee operated tap - no tempering valve Model: WB.KO1.300 Size: 500mm x 410mm x 500mm

## BAR EQUIPMENT

- 1 S/S Bar Bench with: - cut out around column - cut out for Item B1b - 7 legs Size: 6100mm x 675mm
- 1 S/S Drinks Station with: - 1 x ice well - 2 x bottle sleeves - post mix drip tray - speed rail Integrated into Item B1.
- 1 Custom Built SMART Bar Wall with: - bar cladding - BY OTHERS Size: 10200mm x 150mm x 1060mm high
- 1 S/S Undermount Hand Basin Size: 250mm x 300mm x 200mm
- 1 S/S Undermount Sink Size: 450mm x 450mm x 300mm
- 1 Custom Built 5 Door Tall Boy Fridge - remote motoring quoted later
- 1 Custom Built Single Door Underbench Freezer - motoring included

## EQUIPMENT STORAGE

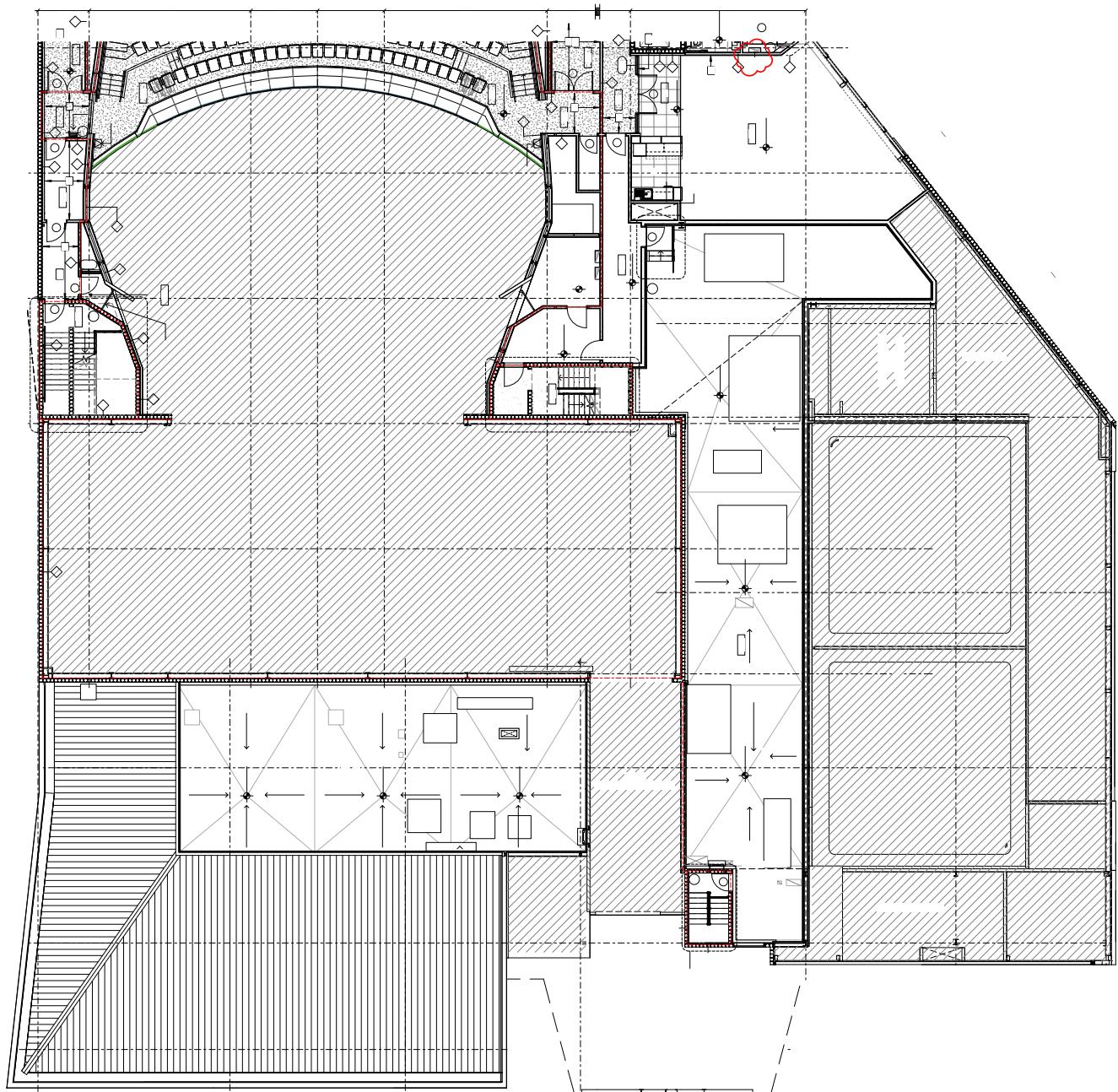
- 1 Williams Quartz Two (2) Door Upright Display Refrigerator with: - black colorbond interior and exterior excluding rear and under - four (4) shelves per door Model: HQS2GDCBB Size: 1225mm x 745mm x 2000mm
- 1 Turbo Air Upright Two (2) Glass Door Freezer Model: KF45-2G Size: 1260mm x 850mm x 1926mm
- 1 Hoshizaki Ice Maker - 160kg of ice per day - requires water filter - 87000105 - head only - requires bin Model: IM-240ANE-28 Head Size: 560mm x 700mm x 880mm
- 1 Hoshizaki Ice Bin Model: B-301 SA Size: 558mm x 820mm x 1106mm
- 1 Hoshizaki Water Filter with: - large bracket - 80-250kg production Model: 87000105
- 1 Yellow Cleaners Sink Faucet with: - support bracket - bucket hook Model: Y1836
- 1 Simply Stainless Cleaner's Sink with: - 450mm splashback - on legs Model: CS.01.450 Size: 555mm x 455mm x 687mm

## CAFE EQUIPMENT

- 1 Inline 4000 Series Drop In Refrigerated Display Cabinet with: - fixed front glass and rear sliding doors - toughened glass shelves - LED lighting to all display tiers - ACR tray Model: IN-4CA15-SQ-FF-IC-I Size: 1503mm x 778mm x 1503mm
- 1 Turbo Air Two (2) Door Undercounter Refrigerator Model: KGR15-2 Size: 1500mm x 700mm x 850mm
- 1 Tuggler Milk Tap System with: - double tap - one (1) door chiller - four (4) bladders connected Model: D-1D-C4
- 1 Moda 80 Spritz Unit with: - cobra font
- 1 Everpure Cartridge 2FCS
- 1 Moda Installation Fee including Call Out
- 1 S/S Drip Tray Size: 300mm x 300mm
- 1 Bombora Rhino Square Knock Out Chute Model: RWKC Size: 140mm x 150mm x 110mm
- 1 S/S Bench with: - 2 legs - cut-out for knock chute - part shelf under (1350mm) - cupboard doors - BY OTHERS Size: 2000mm x 700mm
- 1 Merrychef Rapid High Speed Cook Oven - Black Model: e2sB HP Size: 365mm x 631mm x 618mm
- 1 Custom Built Three (3) Door Tall Boy Fridge - remote motoring quoted earlier
- 1 Custom Built Single Door Underbench Freezer - motoring included
- 1 S/S Bench with: - wet to dry section - 2 legs Size: 1560mm x 700mm
- 1 Acqua Deck Mount Time Flow Tap Model: AQD745
- 1 Acqualine Deck Mount Flick Mixer with: - 200mm swing spout Model: AQD5200
- 1 Washtech Premium Undercounter Glasswasher/Dishwasher - reverse osmosis compatible for spot free results (not included) Model: UL Size: 600mm x 635mm x 845mm
- 2 Unica Washrack-Dolly with wheels Size: 540mm x 540mm Model: 09580
- 1 S/S Bench Size: 2000mm x 700mm
- 1 S/S Ice Bin
- 2 Slim Jim Waste Container with: - 60 litre capacity - grey Model: 3541 Size: 279mm x 587mm x 632mm
- S/S Mobile Bar Bench
- shelf under
- 4 legs with castors
- mini orb cladding included, other finishes TBA
- Size: 1500mm x 750mm

## MOBILE BAR STORAGE EQUIPMENT

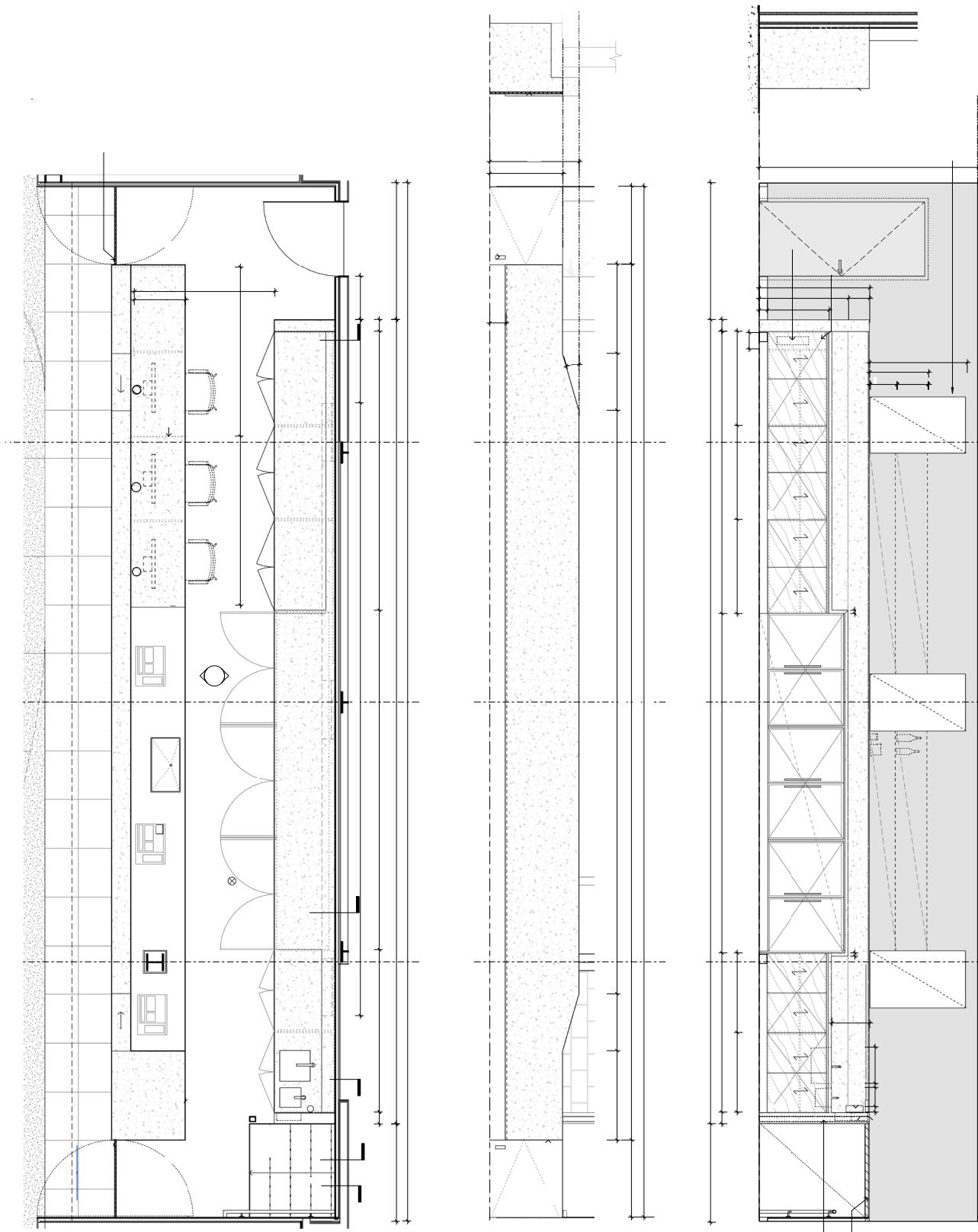
**GIPPSLAND PERFORMING ARTS CENTRE - A02-003A LEVEL 1 FLOOR PLAN - ZONE A\_REV.C1  
34-38 KAY ST, TRARALGON, VICTORIA**



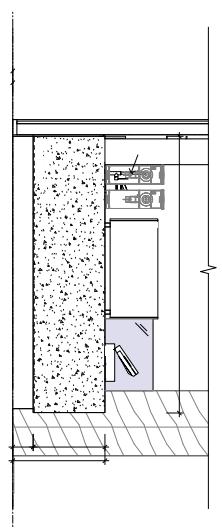
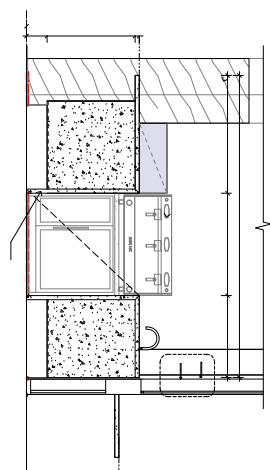
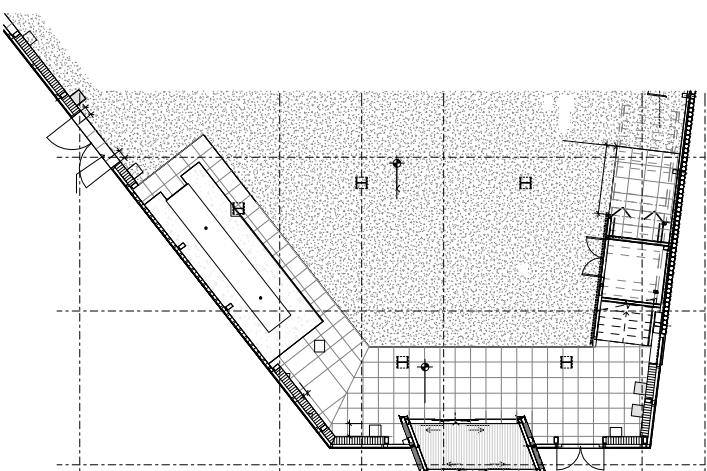
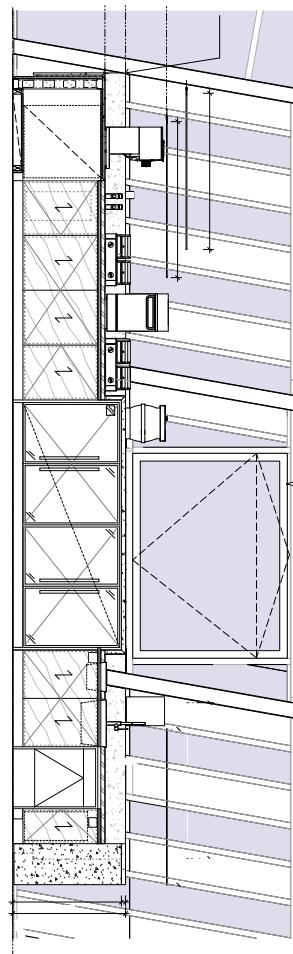
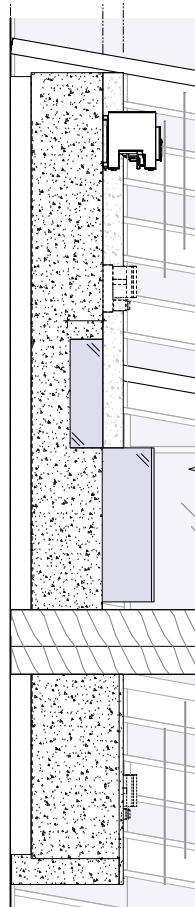
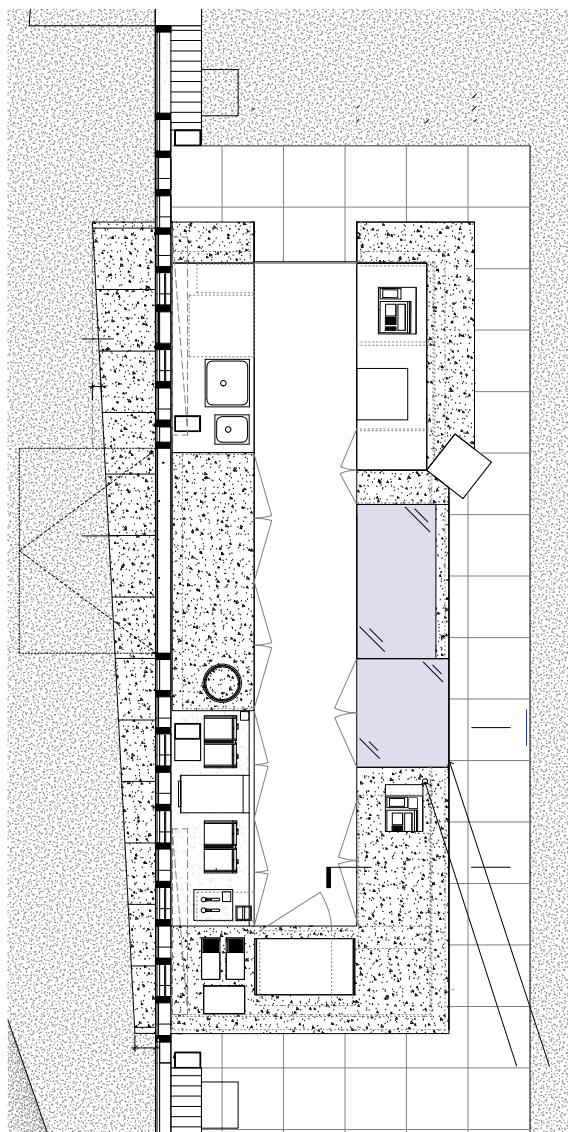
**GIPPSLAND PERFORMING ARTS CENTRE - 4-A\_A2 KITCHEN PLANS\_REV.B**  
**34-38 KAY ST, TRARALGON, VICTORIA**

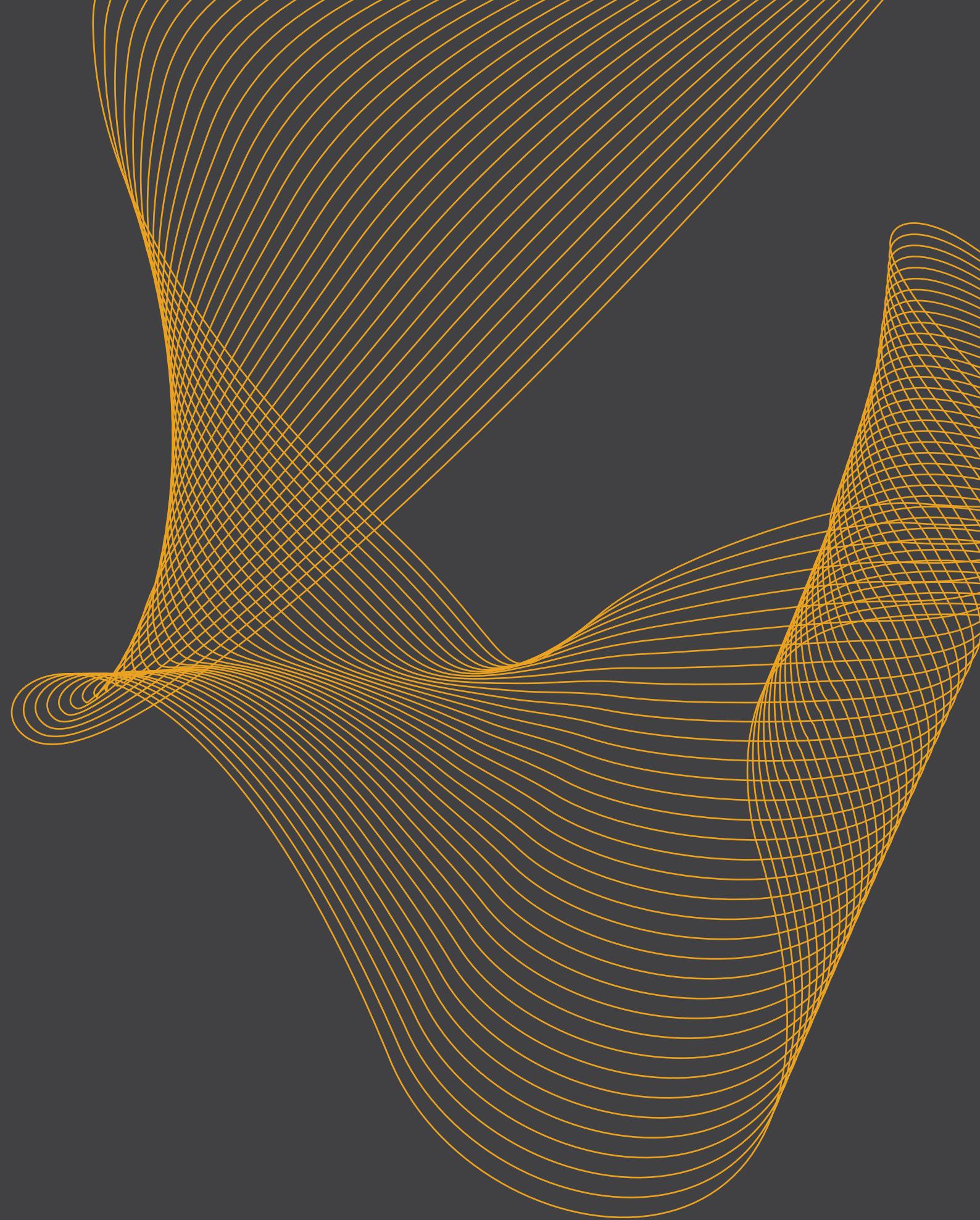


**GIPPSLAND PERFORMING ARTS CENTRE - A07-001\_FOH BOX OFFICE BAR SHEET 1\_REV.C1**  
**34-38 KAY ST, TRARALGON, VICTORIA**



**GIPPSLAND PERFORMING ARTS CENTRE -A07-005\_FOH GROUND FLOOR CAFE SHEET 1\_REV.C2  
34-38 KAY ST, TRARALGON, VICTORIA**





GIPPSLAND  
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