

Café To Let

The London Borough of Sutton is inviting offers to operate a Café facility at the **Central Library, Sutton Civic Centre, St Nicholas Way, Sutton SM1 1EA.**



ACCOMMODATION

The Café is located on the ground floor mezzanine level within the main area of Sutton Library. It occupies around 97.37 sqm and includes a serving counter together with associated catering equipment and table seating for 18 plus.

Key Facts

- The Café has been located in the Central Library for a number of years and a new licence is being offered to run the operation, for up to three years.
- The Café serves staff and customers of the Library and Sutton College, and those working in the Civic Offices, including officers of the council and its elected members.
- On average, 300 employees per day attend the Civic Centre and since April this year an average of 758 visitors a day use the Library.
- Café opening hours are to be agreed, but are expected to be no less than the staffed opening hours of the Library during weekdays: 9.00am to 5.00pm.
- Opening is also possible on Saturdays and Sundays if desired and by agreement.

What is needed from the café operator?

- A track record of successfully running similar operations. Experience of training and giving work experience to young people is preferred.
- To create a welcoming atmosphere for all members of the public and those working in the Library, College and Civic Offices.
- To develop and run the Café, fulfilling required opening hours and exploring evening and/or weekend opening.
- To sell non-alcoholic hot and cold beverages, light hot and cold food and confectionery.
- To provide refreshments and light catering for Council meetings and events, as and when required and to be separately agreed/charged.
- Interest in operating a Café business within a busy, vibrant Library, offering an environment which brings diverse communities together and complements a Library visit.

Location and travel links



Scale 1:1250

Car: Sutton Central Library is located in the heart of the Town Centre at the top of St Nicholas Way, at its junction with Cheam Road (A232). The nearest car park is immediately behind the Civic Centre on Gibson Road.

Train: The nearest station is Sutton Station, which is a five-minute walk away.

Bus: Numerous buses are available within the Town Centre, including numerous services which stop outside the Library.

Location and Layout of the Café?

- Occupies an elevated position on a raised level above the ground floor of the Library.
- Long main servery with catering facilities behind
- Dedicated seating area with tables and chairs
- Two access points from the Library floor



Essential information

TERMS - The premises will be available on a Licence agreement terminable by either party subject to a month's Notice by either party. This will be supported by a Service Level Agreement (SLA) to cover the operational aspects of the Café and its relationship with Library Services.

LICENCE FEE - Offers are invited with a guide figure of £1,500 pcm.

UTILITIES/RATES - The Café forms part of Sutton Central Library and the Licence fee will be inclusive of business rates, heating and electricity.

COSTS - The Agreement will be a Licence and therefore no Legal Costs are envisaged but the successful bidder will be responsible for our Surveyor's fees of £875.

CONTACT - For further information or to arrange a viewing please contact David Lyon, Asset Management, London Borough of Sutton on the email address below.

OFFER - Closing date for offers is **15 September 2025, with interviews on 18 September 2025**. Offers should include the proposed Licence Fee, a Business Plan and supporting financial information such as the accounts of a current business where available.

All offers must be made by email to **david.lyon@sutton.gov.uk** including the aforementioned information. Offers are subject to the Conditions set out overleaf.



Conditions governing these particulars

1. These particulars do not constitute any part of an offer or contract and are supplied entirely without prejudice. The Council does not accept any responsibility as to the accuracy thereof or otherwise.
2. All prospective tenants must satisfy themselves as to the suitability of the property for the intended use as a cafe.
3. The Council does not make or give any person in the employment of the Council any authority to make any representation or warranty in relation to the premises or information supplied thereof.
4. Agents should look to their clients for remuneration.
5. The Council does not bind itself to accept any offer submitted.
6. It should be noted that it is a criminal offence punishable by imprisonment to give or offer any gift or consideration whatsoever as an inducement or reward to any officer of the Council and any such action will preclude the offerer from making subsequent offer applications.
7. The information given in these particulars is subject to contract.
8. No warranty is given as to the accuracy of the floor area quoted and interested parties should satisfy themselves with measurements on site.

These particulars are set out as a general outline only for the guidance of intended lessees and do not constitute, nor constitute part of, an offer or contract. All descriptions, areas and necessary permissions for use and occupation and other details are believed to be correct but their accuracy is not guaranteed and they are intended only as a guide and do not obviate the need to make appropriate searches, enquiries and inspections. They form no part of any contract or offer and are given without responsibility on the part of the Council or its Officers. No responsibility is taken for any inaccuracy or expenses.