

**Request for Proposals**  
**Food and Drink Kiosk in BRIC House**  
**October 2018**

BRIC is seeking a food and drink concessionaire to operate a kiosk in BRIC House, located at 647 Fulton Street in the Brooklyn Cultural District.

**Background**

BRIC is the leading presenter of free cultural programming in Brooklyn, and one of the largest in New York City. We present and incubate work by artists and media-makers who reflect the diversity that surrounds us. Some of BRIC's most acclaimed programs include the BRIC *Celebrate Brooklyn!* Festival in Prospect Park; BRIC TV, Brooklyn Free Speech TV and a renowned contemporary art exhibition series. BRIC also offers education and community-focused programs that amplify the voices of local artists and residents.

BRIC House is open seven days a week and features: a public lobby and "stoop," used for public programs and gatherings, a contemporary art exhibition space, two state-of-the-art performance spaces, a community media center for the public and a glass walled television studio adjacent to the lobby where we film a daily TV show/podcast about Brooklyn. BRIC House shares our building with UrbanGlass, a non-profit glass center with classes, studios and exhibition space. UrbanGlass artists and visitors pass through the BRIC lobby on their way to the 3<sup>rd</sup> floor space.

Over 100,000 (non-staff) visitors come to BRIC House annually. Our visitors come for all of these reasons and more: to see an art exhibition, to have a snack or cup of coffee in our free public space, to attend a free panel discussion or performance, to attend a ticketed event, to participate in family programming, to attend a class, to appear on a television show, to borrow television equipment or use our public television studios. We hold about 150 public events in BRIC House each year, ranging from free Tuesday night Stoop Series to Saturday House Parties for families to ticketed events like our Jazz Fest Marathon nights. We also host a range of events for rental clients.

BRIC is in the heart of the Brooklyn Cultural District, with nearby presenting venues that attract hundreds of thousands of additional visitors to the immediate area. Two large adjacent residential apartment towers opened recently; several others have opened in the immediate vicinity and the development is continuing.

Since BRIC House opened in 2013, the concession area has been a vibrant and important part of our building. At this point in the neighborhood development, we want to work with a concessionaire to re-imagine the space as a fresh, edgy food kiosk or "bodega," with simple offerings and low overhead.

We are open to proposals from food service providers, retail food establishments, food truck vendors and others.

**Food Offerings:** We would like to have espresso-style coffee and pastry in the mornings (9:30-11). After that, we envision high-quality snacks and grab-and-go offerings (wraps, dumplings, small salads, etc). Simple hot offerings like soup or paninis are welcome but not required. We are interested in proposals focusing on Brooklyn-made products (but this is not a requirement).

**Service of Alcohol:** BRIC holds and pays for a full liquor license; we will contract with the concessionaire for purchasing and service.

### **Hours of Operation**

Weekday hours: 9:30 am – 2:30 pm.

Weekend hours: subject to negotiation

Event hours: subject to negotiation; events range in size and we are open to discussion as to which will include food and drink service

BRIC reserves the right to close the food concession for BRIC programs up to 5 days per year. BRIC also reserves the right to close the food concession occasionally for private rental events, and in these cases will negotiate a closing fee to the food concessionaire.

**Staffing:** Concessionaire is expected to provide all staffing for the food and drink operation, and comply with all labor laws. Staff serving alcohol must be properly trained in this area.

**Term:** This agreement is effective for two years, from 1/1/19 – 12/31/21, and is renewable upon negotiation.

**Financial Terms and Reporting:** BRIC is not seeking a fee for the first year of this agreement; the fee for the second year is to be negotiated. For analysis purposes, the concessionaire must give BRIC access to an on-line tool for sales data, and must provide profit and loss statements quarterly. The concessionaire is expected to offer a 10% discount to BRIC fulltime staff (about 105) and BRIC members (usage is generally low).

**Marketing/Branding:** BRIC will collaborate on promoting the food concession, by placing notices in our program marketing materials; details to be mutually agreed. BRIC is open to discussion about branding for the food kiosk.

### **Facility/Maintenance**

**Space description:** 16' long serving/display counter facing the main lobby and gallery. The total food service area is approximately 210 square feet, including a 60 square foot enclosed pantry. Most food items require off-site preparation, since prep space is very limited. Additional storage space is available in the adjacent hallway. The café space includes 6 rectangular tables with a total of 36 chairs.

**Equipment provided:** under-counter refrigerator/freezer plus full size refrigerator and freezer, microwave convection oven, ice maker, prep sink and clean-up sink, under-counter cold food pan, coffee grinders. Concessionaire must provide espresso machine and dish washer. The Concessionaire must maintain the equipment in good working condition and inform BRIC immediately of any necessary service or repairs.

**BRIC responsibilities:** repairs on equipment listed, cleaning of floor. BRIC pays for all utilities and security.

**Concessionaire responsibilities:** clean counters, tables and café equipment; bag garbage and recycling and bring outside; must meet all requirements of the NYC Health Department.

### **Insurance and Indemnification**

The concessionaire will be required to carry commercial general liability insurance and liquor liability insurance, and to name BRIC, the NYC Department of Cultural Affairs and the City of New York as additional insured. The concessionaire will also be required to carry workers' compensation and disability insurance as required by law for all staff of the café/bar. The concessionaire will be required to indemnify BRIC for losses associated with the Concessionaire's action under the agreement.

### **Timeline/Selection Process**

- If you are interested, please contact Betsy Smulyan by phone or email before November 15. [bsmulyan@bricartsmedia.org](mailto:bsmulyan@bricartsmedia.org) 718-683-5615
- We will meet individually with potential concessionaires to answer questions and discuss the opportunity in more depth.
- If there is a potential fit, we will request a written proposal with menu and other operational information.
- We are looking for a concessionaire to open in January, 2019