



# The André Cailloux Center for Performing Arts and Cultural Justice

*on Historic Bayou Road*



## Bar Operator Request for Proposals (RFP)

### ABOUT THE ANDRÉ CAILLOUX CENTER FOR PERFORMING ARTS AND CULTURAL JUSTICE

The André Cailloux Center for Performing Arts and Cultural Justice (ACC) is a multidisciplinary, community-centered arts, cultural and organic intellectual center dedicated to freedom, flourishing, and the promotion of justice through the arts, community engagement, dialogue, and sustainable arts enterprise development for Black makers.

### PURPOSE STATEMENT

The André Cailloux Center for Performing Arts and Cultural Justice (ACC) is a community and cultural leader dedicated to the disruption of institutionalized systems of oppression, honoring Black culture, promoting self-determination, and African diasporic future making in the city of New Orleans and beyond through the arts and cultural justice.

The ACC is committed to reclamation, revitalization, and economic independence

We exist to:

- Enhance access to opportunities and breakthrough oppressive structural roadblocks for local Black makers in New Orleans in the development of sustainable arts enterprises
- Foster the awareness of new ideas and ways of being-doing in performance art
- Positively alter the narrative of Black flourishing and provoke new Black/African diasporic futures
- Provide space and place for dialogue, performance, and exhibition opportunities for artists, organic intellectuals, and community members

The ACC staff and Board of Trustees accomplishes its purpose by remaining self accountable to the values of:

- Radical Imagining & Active Dreaming
- Access, Equity, Inclusion, and Justice
- Professionalism, Transparency, and Authenticity
- Collective Uplift & Love of Blackness
- Clarity of Vision
- Commitment to New Orleans and the Bayou Road Community—it's past, present, and the active making of its future

More information about the ACC can be found here: <https://www.accneworleans.com/>

## INTRODUCTION

Set to soft-open January 2023, the ACC located in the former St Rose de Lima church on historic Bayou Road, seeks a vendor to operate a bar in the facility's main front of house space. The ACC will serve as a cultural and performing arts anchor institution on historic Bayou Road. Boasting full programming seasons hosted by six Black-led resident performing arts organizations when fully operational, the ACC is expected to execute performances and cultural justice programming up to five nights a week. In addition to its performing and cultural arts programming, the ACC serves as a hub, community resource, and a home to community conversations.

A proud member of the Bayou Road business and cultural community, we are looking for a vendor with a shared community focus that will complement the other uses on the street. There are two active business associations on Bayou Road, the Bayou Road Business Association (BRBA) and Black Bayou, and we expect the selected vendor to work with these organizations towards contributing to Bayou Road as a Black cultural arts district.

## ABOUT THE SPACE

The building contains two performance areas: a black box theater with built-in seating for up to 125 guests, and a secondary stage and gathering space in the front of the church that includes the bar and can accommodate approximately 190 guests.

The property is currently zoned to permit alcohol sales for on-site consumption one-hour prior to and during performances. The property owners, a partnership between Rose Development Corporation and Alembic Community Development, are working closely with the launch of the ACC and are prepared to work with the selected vendor to obtain a conditional use (CU) amendment to expand the permitted bar operation if desired.



After the CU amendment is approved, we can begin the Alcohol and Beverage Outlet license application with the City and State. Because of the long estimated lead time in order to be able to fully operate a bar inside the space, we hope that the selected vendor can be flexible and operate in the following two-phased approach:

- **Phase One** would be the initial operations under the existing zoning, during which the vendor would be allowed to sell alcohol one hour prior to and during performances;
- **Phase Two** would be the full-scale operations as envisioned by both the vendor and the ACC once all appropriate licenses and approvals are obtained.

## HOW TO APPLY

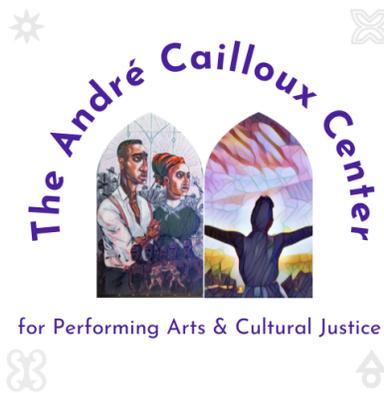
**Please respond to the RFP attached and email completed applications to [info@accneworleans.com](mailto:info@accneworleans.com) by Tuesday, November 29, 2022.**

The subject line should read: ACC BEV VENDOR RESPONSE

Proposals shall remain binding for 90 days from the date of proposal submission.

### SCHEDULE (subject to change):

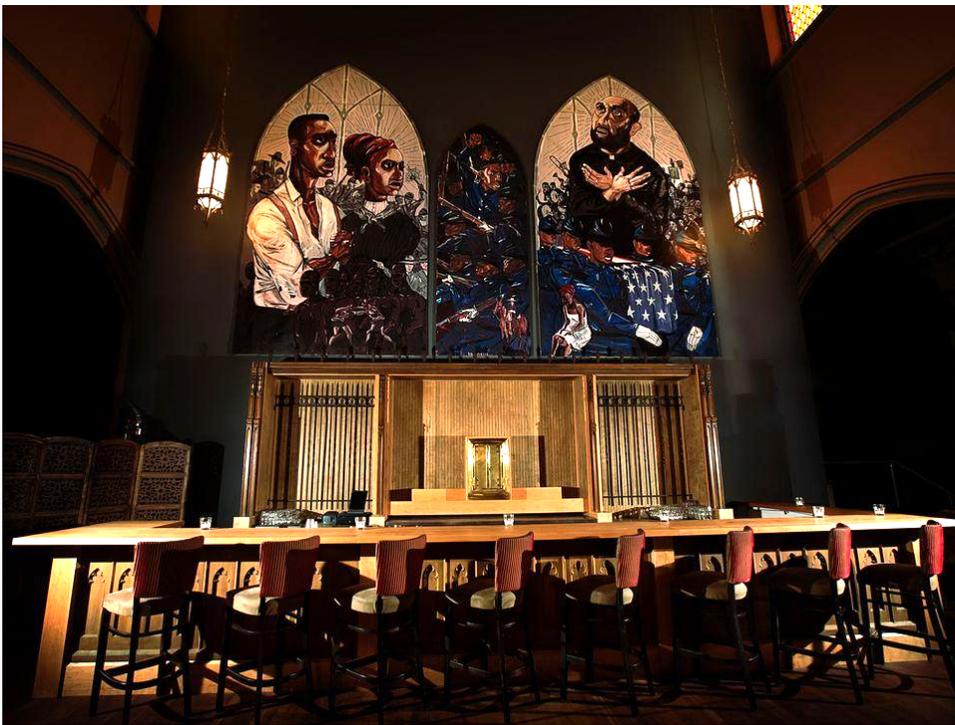
November 3	Solicitation Announcement
November 15	Site Visit (please rsvp to <a href="mailto:info@accneworleans.com">info@accneworleans.com</a> )
November 29	Applications Due
December 5-9	Meet with Finalists
December 12	Select and Award Contract
December 2022	Operations Planning Meetings Begin with ACC Team
Winter/Spring 2023	Vendor Move-in



## PROJECT DESCRIPTION

The property is currently zoned to permit alcohol sales for on-site consumption one-hour prior to and during performances. The property owners, a partnership between Rose Development Corporation and

Alembic Community Development, are working closely with the launch of the ACC and are prepared to work with the selected vendor to obtain a conditional use (CU) amendment to expand the permitted bar operation if desired.



After the CU amendment is approved, we can begin the Alcohol and Beverage Outlet license application with the City and State. Because of the long estimated lead time in order to be able to fully

The Sanctuary Bar at The André Cailloux Center for Performing Arts and Cultural Justice (ACC).

operate a bar inside the space, we hope that the selected vendor can be flexible and operate in the following two-phased approach:

- **Phase One** would be the initial operations under the existing zoning, during which the vendor would be allowed to sell alcohol one hour prior to and during performances;
- **Phase Two** would be the full-scale operations as envisioned by both the vendor and the ACC once all appropriate licenses and approvals are obtained.

## **1. TERM**

The ACC'S intent is to grant one 2-year term with a one-year renewal option to be exercised at ACC's sole discretion. All operations will be pursuant to an agreement with ACC; no leasehold or other proprietary right is offered at this time.

## **2. SEASON SCHEDULE**

The ACC'S Season Schedule is currently in development. We anticipate performances and cultural justice programming up to five nights a week when fully operational. A detailed season schedule can be provided upon request.

Event attendance ranges from 50-150 per event.

## **3. MENU ITEMS**

The bar does not have space for large scale refrigeration and food prep, therefore no vending applications that include heavy food preparation will be considered. However, the ACC would encourage interested vendors to partner with existing businesses on Bayou Road to offer food in the space.

While a full liquor bar is not desired, a small menu of liquor or a full-service wine bar is most desirable and should be described in the proposal. The operator is expected to sell wine, soft drinks, and bottled water to the ACC at operator's cost for ACC backstage artists and staff hospitality.

## **4. PERSONNEL**

The operator will be responsible for hiring the necessary personnel, in alignment with ACC values, to conduct daily operations in a professional manner in numbers adequate to provide minimum wait times during peak production hours of operation. The operator must comply with all federal, state, and local employment laws including, but not limited to health, food safety, minimum wage, social security, nondiscrimination, ADA, unemployment compensation, and workers' compensation. Employees shall wear a uniform, branded t-shirts, and/or an identification badge.

## **5. CUSTOMER SERVICE**

The ACC expects the operator to create and maintain a high-quality amenity for the ACC patrons. Therefore, the ACC encourages proposers to implement customer service mechanisms that enhance and maintain patron satisfaction.

## **6. COMPLIANCE WITH LAWS AND PERMITS**

The operator shall comply with all laws. The operator will be required to obtain and present to ACC management all necessary approvals, permits, licenses for the city of New Orleans and other regulatory agencies for the lawful operation of light food service; and beer, wine and liquor sales.

## **7. EQUIPMENT**

The bar was previously operated by a theatre company and is equipped with the following:

- Underbar cooler – 72" x 35"
- (2) Underbar cooler – 48" x 34"
- (2) Ice Well – 3' x 1'6"
- (2) 4-sink unit
- Full set of bar stemware

Any equipment required outside of the provisions above will be the sole responsibility of the operator to provide and maintain at no cost to the ACC.

## **8. UTILITIES**

The ACC will provide, at no direct cost to the operator, use of all necessary utilities—water, electricity, sewer, and garbage collection.

## **9. MAINTENANCE AND REPAIRS**

The operator will not be responsible for or required to make repairs during the term of the agreement for repairs greater than a \$500 threshold. The operator will be required to comply with all guidelines and stipulations set forth in their agreement with respect to the bar space at The ACC. The operator is prohibited from making any alterations and/or impacting the physical structure of the ACC in any way. At the end of the agreement term, unless otherwise approved, the operator will be expected to return the premises in a condition as good as or better than their condition at the commencement of the term.

## **10. STORAGE**

The operator will be required on a nightly basis to secure all inventory, fixtures and equipment, in alignment with ACC policies and procedures. Limited storage is available.

## **11. WASTE AND RECYCLING**

The operators will be responsible for clean-up and removal from the bar and lounge space of all garbage, refuse, rubbish and litter. The ACC will provide branded heavy-duty waste and recycling bins for the front of house. The operator will be responsible for bins behind the bar.

Waste and recycling pick-up is included in the agreement at no direct cost to the operator.

## **12. SIGNAGE AND ADVERTISING**

The operator will be required to adhere to all ACC rules and guidelines regarding signage. Any external signage must be approved by the ACC Management team in the design phase.

The operator will be required to prominently display internal signage at/on the bar listing all prices and light menu items, and may include brand identity on the menu. The design and placement of all signage is subject to ACC prior written approval.

### 13. SECURITY

Notwithstanding the fact that ACC will have security at the site during events and performances, the operators at their sole costs and expense, will be required to hire security during non-ACC related operations and ensure security of its operations, equipment and personnel in accordance with plans approved by ACC.

### 14. INSURANCE

The operators will be required to carry the following minimum levels of insurance (on terms with the liability coverage specified in the Agreement).

<u>Insurance Type</u>	<u>Per Incident</u>	<u>Aggregate</u>
Commercial General Liability	\$1,000,000	\$2,000,000
Liquor Liability Insurance	\$2,000,000	\$4,000,000
Worker's Comp & Disability	As required by statute	

Proposers should submit evidence of existing insurance for existing/other operations.

### 15. ACCOUNTING

The operators will be required to accept credit, mobile forms of payment from customers, and utilize the ACC provided electronic point of sale system to ensure accurate and complete recording of all income. The operators will be required to submit quarterly reports of gross receipts from all categories of income in a format mutually agreed upon with the ACC. At the end of each operating season, the operators will be required to submit detailed income and expense statements for the past season's operations. v5f4c

### 16. RFP TERMS AND CONDITIONS

The RFP does not commit ACC to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder.

#### PROPOSAL INSTRUCTIONS

Proposals must include a cover sheet with RFP title, proposer's name, signature, and the following:

Please provide responses to the following questions.

Business Name:

Primary Applicant Name:

Additional Applicant Names:

Business Address:

Email address:

Phone:

Website:

Social Media (Facebook, Instagram, etc):

## **OPERATING EXPERIENCE & QUALIFICATIONS**

Proposers should submit:

1. A description of the proposer's business structure, key staff, or partners, if any.
2. A resume or detailed description of professional qualifications, which should demonstrate experience and record of safety according to industry standards and work with performance venues
3. The names and contact information of all corporate officers of the entity submitting the proposal
4. A description of the proposer's experience in operating similar business enterprises, including relative size of business operated, type of retail sales, etc.
5. A statement of commitment to the Bayou Road community and its unique history and culture
6. A list of three recent relevant references who can describe such matters as the proposer's financial and operational capability. Please include the name of the reference entity, a description of the nature of the listed reference experience/relationship and the name, title, address, email address, and phone number of a contact person at the reference entity.

## **FINANCIAL CAPABILITY**

Proposers should include a financial statement prepared in accordance with standard accounting practices and procedures. Financial statements should include annual income and net worth, including a breakdown of liquid and non-liquid assets for the entire prior year.

## **OPERATIONS PLAN**

Proposers must submit a detailed operations plan. The plan should address the following questions:

- What type of business is this? The ACC is open to specialized vendors such as a wine bar.
- What do you serve? Please provide a sample menu with price points.
- What hours of operation would you anticipate? Do you anticipate only operating during performances or more expanded hours?
- Do you intend to sell any food within the space?
- Do you intend to partner with other businesses on Bayou Road for food drop-off to the premises?
- How do you anticipate staffing the operation?
- Do you intend to sell packaged alcohol for offsite consumption?
- What additional equipment do you anticipate needing to start up operations? Are you able to provide this equipment?

## **PRO FORMA OPERATING BUDGET**

Proposers should include a pro forma income and expense projection for each year of operation based on estimated revenue and the proposer's growth plan. This pro forma projection should include a detailed budget narrative with explanation for all of the assumptions used in its formation.