



Invitation for Expressions of Interest

4th July 2024

Background:

HMS WELLINGTON is a Grimsby Class Sloop moored at Temple Stairs, Embankment, where she has been a well-known riverscape icon on the Thames since her arrival in December 1948.

WELLINGTON was built in 1934 for Service in New Zealand and the South Pacific. She was recalled to Britain in September 1939 at the outbreak of the Second World War and spent most of her wartime service undertaking Battle of the Atlantic convoy duties. She is credited with completing 103 convoys. She is also credited with rescuing over 400 lives and participating in Operation Cycle (the attempted rescue of members of the 51st Highland Division from Normandy in 1940) and Operation Torch (the North Africa landings in 1942).

WELLINGTON is a heritage vessel of national and international historical significance as she is the last surviving Grimsby Class sloop and is the last survivor of the Battle of the Atlantic (1939-45), the longest battle of the Second World War. Our vision is for HMS WELLINGTON to be recognised by the public as a living testament to the courage and sacrifice of all those who took part in that critical campaign, both Merchant and Royal Naval mariners.

WELLINGTON is owned by the Wellington Trust, Registered Charity 1109066 and is listed on the National Historic Ships Register.

From 1948 – 2023, WELLINGTON was the home of the Honourable Company of Master Mariners (HCMM), and was the City of London's only floating livery hall. During this period, the HCMM managed the ship via their own preferred service providers. The Wellington Trust is now transitioning to a self-sustaining business model to secure the ship's future as an event venue, and also as a visitor attraction and floating classroom as one of our two charitable objectives.

Services required

The Board of Trustees for the Wellington Trust now invites Expressions of Interest (EOI) from suitably qualified companies to be included in a "Preferred Supplier list" of specialist services, in the realisation of our new business model. These services are essential to the ship's operations and financial sustainability. We seek experienced and professional partners to enhance the visitor experience and to ensure the smooth daily functioning of WELLINGTON.

The services required are as follows:

1. Catering: Food and Beverage Services:

- Provision of catering services for events ranging from intimate gatherings of six people to large-scale functions hosting up to 300 guests. We have five principal areas for Hire:
 - Auckland Suite – former committee room: approx 6 – 14 seated
 - Samoa suite – former model Room: 22 Boardroom, 28 Dining, 60 Reception, 30 Theatre, 25 U-Shaped
 - Courtroom: 40 Boardroom, 70 Cabaret, 180 Reception, 140 Dining, 120 Theatre
 - Quarterdeck and Boat Deck: 180 reception, 150 Buffet, 60 theatre
- Ability to offer diverse menu options, including but not limited to fine dining, buffet-style meals, special dietary requirements, event beverages and bar service

2. Event Management:

Bookings and ticketing:

- Expertise in integrated booking systems, diary management and coordination with other service partners onboard.
- Comprehensive event planning and management services, including logistics, coordination, and execution.
- Expertise in ticketing systems, communications, and ensuring seamless attendee experiences.

Event Access and Security:

- Provision of event security services to ensure managed access to the ship at the reception/ship's entrance.
- Expertise in the safety and security of guests and staff during events.
- Experience in managing security for both small and large-scale events.

Venue Marketing, PR and Associated Services:

- Develop digital presence and marketing of HMS WELLINGTON on existing channels to increase visibility and attract a diverse audience.
- Development and implementation of marketing strategies to promote the ship's events and activities.
- PR support – proactive (marketing) and reactive (crisis)
- Access to third-party services e.g. event photography, collateral production, graphic design

3. Bar Management and Casual Dining:

- Operation of our Friends of the Wellington member area and Wardroom (onboard bar), including the provision of bar snacks and casual dining options. Seating capacity: 25.
- Ensuring a high standard of customer service and adherence to licensing regulations.
- Integration of efforts with our resident Wardroom chef
- Potential to expand casual dining in the medium to longer term as HMS WELLINGTON opens to the public (pop-up café, afternoon tea experiences, private dining etc)

The Wellington Trust – Registered Charity 1109066
Patron: Her Royal Highness, The Princess Royal, KG, KT, GCVO, GCStJ, CD, QSO

Chairman: Professor Dominic Tweddle, FSA, FSA Scot
Temple Stairs, Victoria Embankment, London WC2R 2PN
info@thewellingtontrust.org 03301 332844 www.thewellingtontrust.org

4. Facilities and Hospitality Management:

- Resident shipkeeper, to maintain ship security and provide maintenance and management of the ship's facilities to ensure they are fully compliant and display a consistently high standard of presentation and condition for visitors.
- Services include cleaning, repairs, and overall day-to-day security (open and secure ship daily, maintenance, and upkeep of the venue spaces).
- Hotel service for letting cabins (there is currently one), to include guest check-in, safety briefing, cabin cleaning, laundry and, potentially, breakfast provision.

Submission Requirements:

Interested companies are requested to submit their EOI in any or all of the listed services, including the following details, on no more than eight pages (Powerpoint or Word):

1. Trading name, profile and relevant experience.
2. Company name and Companies House registration, including trading history.
3. A detailed description of the services offered, and how they align with the requirements outlined.
4. Two case studies or previous similar work.
5. Testimonials from previous and current clients.
6. The proposed approach to service delivery, and any unique offerings.
7. Experience in delivering to London clients, or of events promoted in or on other heritage assets
8. Contact information and designated point of contact for further discussions.

Submission Deadline:

EOIs for a specific service (1,2,3 or 4) selected, or for all services, must be submitted **by 12 midday on Friday 12th July**. Late submissions may not be considered.

Shortlisted companies will be notified by Tuesday 16th July, and will be invited to present their credentials onboard on Tuesday 23rd July.

Submissions, and any queries or requests for further information, should be emailed to:

Ms Fiona Sparkes
Manager, The Wellington Trust
fsparkes@thewellingtontrust.org
03301 322844

Disclaimer:

This EOI is not an offer to contract. The Board of Trustees reserves the right to accept or reject any or all EOIs without providing reasons and to negotiate with any or all respondents in any manner deemed appropriate.

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