Tender Return Form

Please complete all sections clearly. This form can be converted to PDF for submission.

Section 1: Applicant Details

Organisation Name	
Address	
Contact Person	
Phone/Email	
Overview of Organisation (Mission, vision, values & strategic objectives) Max 300 words	
Does your organisation operate in Haringey or benefit Haringey residents?	☐

Section 2: Proposed Use of Property

Please describe your proposed use of the property (This section should include an overview of activities; Identified Community Benefits and a statement on inclusion and accessibility.) Max 500 words

Section 3: Operational Management Plan

Please describe your proposals on how your organization will operate and manage the property. (This Section should include the Management Structure of your organization, proposed opening hours/ hours of operation and outline a health and safety Strategy.) Max 500 words

Mobilisation Plan (Please set out below how you intent to activate the space on lease commencement Max 300 Words

Section 4: Experience and References

Please outline relevant experience: Max 500 words

References:

Name	Organisation	Contact Details

Section 5: Financial and Organisational Information

Please provide financial details and sustainability plan:	
Supporting documents provided:	
Your organisation's annual business plan	☐
Your organisation's latest annual audited accounts or accounts signed by Chair or Treasurer	☐
Your organisation's latest annual report to the Charity Commission or similar	☐
Most recent bank statement	☐
Your organisation's rules, Articles of Association, or constitution	☐

Section 6: Lease Confirmation

Confirm acceptance of lease terms:	☐
Confirm Lease Commencement no later than 16 January 2026	☐
Details of Guarantor	
Name	
Address	
Email	
Telephone	

Relationship to Organisation	

Section 7: Additional Information

Please provide any additional information you consider relevant:

Section 8: Declaration

I confirm that the information provided is accurate and complete.	
Name	
Role in organisation	
Signature	
Date	