

EOI Brief - Terms and Conditions

Wyreena Community Arts Centre Tenancy

About the Opportunity

Wyreena Community Arts Centre is a historical property in Melbourne's Eastern suburb of Croydon. The facility is owned and operated by the City of Maroondah and is set on four acres of gardens and features a popular Playspace, Café, Arts Lounge, Art Classes, spaces for hire and outdoor markets and events. The cafe adjoins the Arts Lounge in the main building and is in close proximity to the Playspace.

This treasured Arts Centre attracts over 80,000 visitors per year and has been operating for almost 50 years, attracting people from Maroondah and all over Melbourne. The Conservatory Café was built in the late 1990's and is currently being re-built. These renewal works are expected to be completed later in 2026. We are now searching for a new operator to bring this space to life. The café has long been a popular destination, and the previous operator ran a successful business for 17 years.

This is a unique opportunity to run a café and function space. The renewed café space will be a modern conservatory design, please note that the kitchen is not part of the renewal works. Stage 2 of this project will be an alfresco space, a timeframe for this is yet to be established.

The seating capacity is 40-50 people. This will be a fully licenced venue. Furniture is to be provided by the operator. The existing kitchen equipment (owned by Maroondah City Council) will be maintained by the operator. The operator will also be required to purchase / hire additional kitchen equipment. All fixtures (eg air conditioners, blinds), will be maintained by Council.

Council is seeking an enthusiastic and experienced café operator to manage this unique space. The café will be open to the public for a minimum of 6 days per week (minimum operating hours will be from 9am-3pm) and will also offer function bookings outside of the café operating hours. This space is suitable for milestone birthdays (excluding 18th birthdays and restrictions around 21st birthdays), corporate functions, engagements and small wedding receptions.

The cafe will re-launch in late 2026, we are open to discussion suitable dates / timing with the new tenant.

About the Venue

- **A Thriving Cultural Hub:** Wyreena offers a range of arts-based programs to the community. Throughout each term there are over forty programs and workshops on offer. The Arts Lounge is a small exhibition space offering the opportunity for emerging and established artists to exhibit their work. This dynamic centre is also home to community groups, a creative business and offers rooms for hire.

Wyreena offers a range of events throughout the year including Halloween, Makers Markets and Music Café nights. This broad range of programs, hirers and events, ensures a flow of visitors throughout the year.

A Captive Audience: Your customers will be students (of all ages) attending Wyreena's programs and workshops, local artists, families visiting the Playspace, tenants and hirers and customers seeking out this destination café.

- **A Historic & Inspiring Setting:** There are two buildings of Heritage significance on this property, adding charm and character. Wyreena is set on four acres with a popular Playspace and gardens.
- **Community Connection:** This is a chance to embed your business at the centre of Maroondah's creative and social life, building a loyal customer base.

Tenancy Service Scope

As the café and function tenant you will have access to a range of service opportunities:

- **Café Service:** Operating the café space as an exclusive tenancy, serving visitors, patrons and the public, attending to the food preparation, front of house service, clearing and orders, standard cleaning and setting of spaces alongside Food Safety regulations with the following service offerings:
 - ✓ Provide high-quality espresso coffee, teas, and a seasonal menu of fresh, food menu of sweet and savory options - hot & cold (menu scope negotiable). A children's menu is required.
 - ✓ Prices must be reasonable and reflect market value, with a variety of price points.
 - ✓ Deliver friendly, professional service that enhances the visitor experience.
 - ✓ Create a warm, inclusive, and aesthetically pleasing environment for all.
 - ✓ Operate the café with set hours within facility opening times, ideally Monday to Saturday 9am to 3pm - times and days negotiable but consistency is essential.
 - ✓ Offer function bookings outside of cafe hours.
 - ✓ Happy to collaborate with Council and venue stakeholders through meetings and special events to achieve a collegial and mutually beneficial relationship and optimise venue activation.

Tenancy Terms & Conditions

- **Tenancy Type:** This will be a commercial Licence Agreement
- **Tenancy Term:** 3 years with an option for a further two terms of 3 years.
- **Tenancy Fee:** Estimated in the mid \$30K per annum, plus utilities. The Tenancy Fee will increase by 3%, every 12 months. Initial rental period to be negotiated.

- **Tenancy Exclusivity:** The tenanted space is exclusive to the contracted operator, except for Councils' occasional access for scheduled maintenance and minor operations.

Please refer to:

- **Schedule 1:** Tenancy Terms & Conditions

Tenancy Area & Site Specifications

The tenancy area includes:

- **Café & Kitchen** - the conservatory style café is currently being constructed. The existing kitchen and counter space is not part of the building works. The kitchen and entrance includes a small service counter, display fridges, food preparation bench, sinks and shelving. The cafe seating area will comfortably seat approx. 45-50pax.
- **Alfresco Area** – the floor paving will be completed as part of building works, however, the roof to the Alfresco area will be a stage 2 project and a timeline has not been established for this.
- **Back of House (BOH)** storage - two small cupboard spaces on the ground floor of the main building. The storage rooms are not located within the cafe/kitchen.

Please refer to:

- **Schedule 2:** Tenancy Area Site Map

How to apply

1. Please read the EOI brief and terms thoroughly.
2. Submit your online EOI form via Councils website link

EOI closes: 11pm Sunday 6 September 2026.

For more information or to arrange a site tour, please contact:

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Team Leader - Community Arts

T: 03 9294 5594

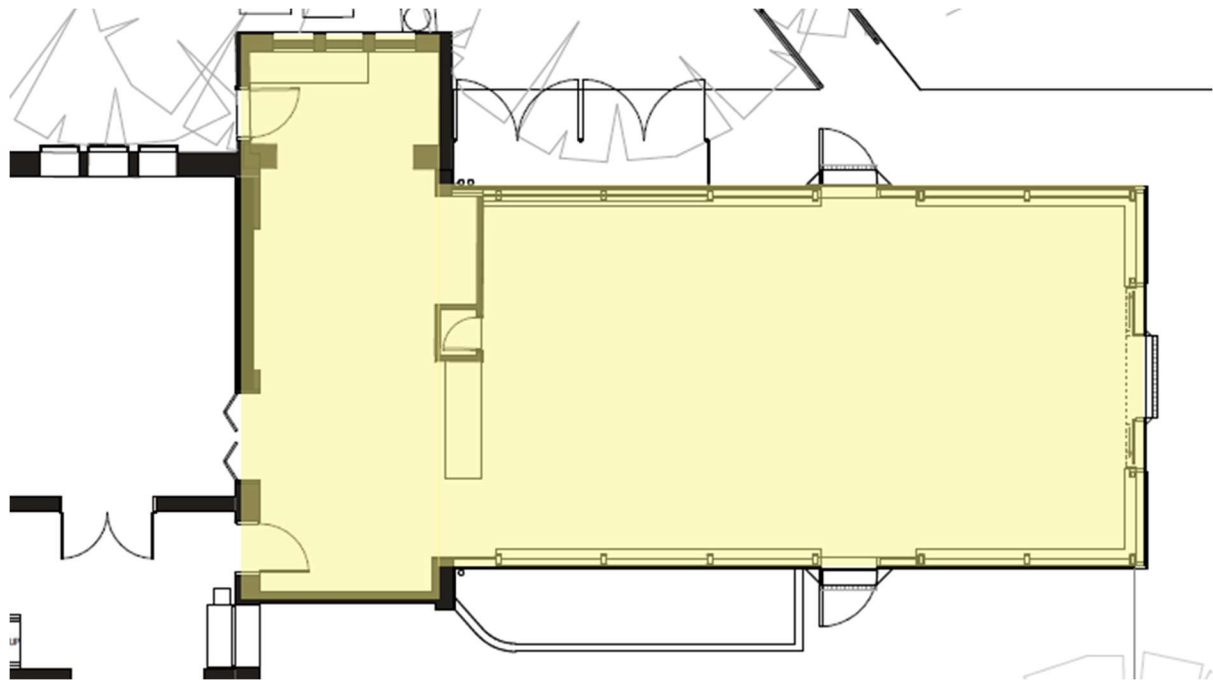
E: kate.turnbull@maroondah.vic.gov.au

Schedule 1: Tenancy Terms & Conditions

Term	- Three years with an option for a further two terms of three years. - The term will commence in November 2026 by negotiation with preferred tenant.
Licence Fee	- Rental fee commencing at approximately mid \$30K per annum. A 3% increase will be applied per annum. - All utility costs are to be paid by the Tenant. - Initial rent period to be negotiated.
Outgoings/Utilities	The tenant is responsible for all outgoings / utilities.
Service Type	Hospitality / Catering Services
Insurance	\$20 Million Public Liability coverage
Compliance	- All Food Safety and Health Compliances required, with standard site inspections by Health Officers. - A Red Line / liquor licence will be required for serving of alcohol. The tenant will be required to apply for this licence.
Tenancy Area	Shaded areas in Schedule 2.
Fit out & Equipment	The tenant will have full use of equipment in the kitchen (Schedule 3). The tenant will be required to supply furniture and additional equipment.
Repair and Maintenance	Council responsibility for the floors, ceiling & blinds, split systems, hot water system and locks. All other maintenance and repairs are the responsibility of the tenant including the rangehood and grease trap.
Cleaning	- Exclusive zones (café, kitchen, storage room) at tenants' expense. - Toilets are the Council's responsibility; however, the Cafe Tenants are expected to provide extra cleaning of the downstairs bathrooms during private functions.

Schedule 2: Tenancy Area Site Map -

Main Building – Entrance, Kitchen and Cafe area



Space	Size
Kitchen and Reception	34 metre square
Conservatory	88 metre square
Total	122

The storage areas are located in the hallway, in the same building as the cafe.



Tenancy areas are those shaded zones above.

- **Café** space will be ready to activate once building work are completed. This will include a small service counter, display fridges, food preparation bench, sinks and shelving, indoor patron seating area (approx. 40-50pax). Additional furniture and equipment will be required and is to be supplied by the tenant.
- **Located in the Main building**, it is positioned as part of the main building, adjacent to the main public entry and office reception area, while also benefiting from several independent external access points, allowing customers to enter the café without passing through the main building.
- **Back of House (BOH) small** kitchen, small storage rooms x 2, benches, shelving, fridge/freezer.

Schedule 3: Kitchen Specifications

Size: Small

Cooking Equipment:

- 2-burner stove with under-stove oven (2 tray capacity)
- Oven Exhaust / Canopy

Dishwashing:

- Small commercial dishwasher

Cold Storage:

- 1 Upright freezer
- 1 Display Fridge
- 1 Under Bench Chiller

Ice Maker

- 1 Ice Maker Machine

Food Preparation Space: Small/Moderate

Limitations:

- No hot-holding equipment
- No loading dock, delivery via front door
- Limited food preparation benches/small kitchen

Please contact us to arrange a site visit to find out more about the space.