

DDA Live  
192-198 Vauxhall Bridge Road  
London  
SW1V 1DX

Monday 18<sup>th</sup> September 2017

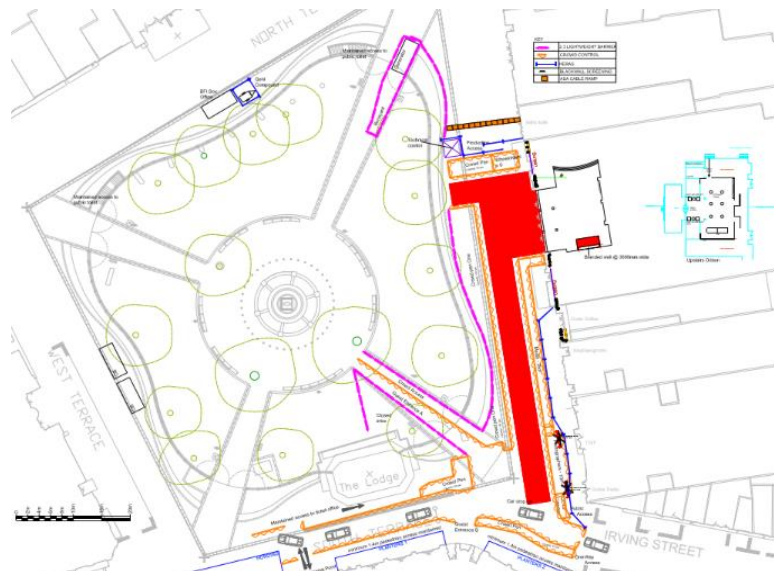
**The BFI's London Film Festival – Wednesday 4<sup>th</sup> – Sunday 15<sup>th</sup> October 2017  
Odeon Leicester Square**

Dear Sir / Madam

I am writing on behalf of *The British Film Institute* to inform you that the 61<sup>st</sup> BFI London Film Festival 2017 will be taking place at the Odeon Cinema, Leicester Square between the 4<sup>th</sup> – 15<sup>th</sup> October 2017.

4<sup>th</sup> / 5<sup>th</sup> / 9<sup>th</sup> / 10<sup>th</sup> / 11<sup>th</sup> / 12<sup>th</sup> / 15<sup>th</sup> October

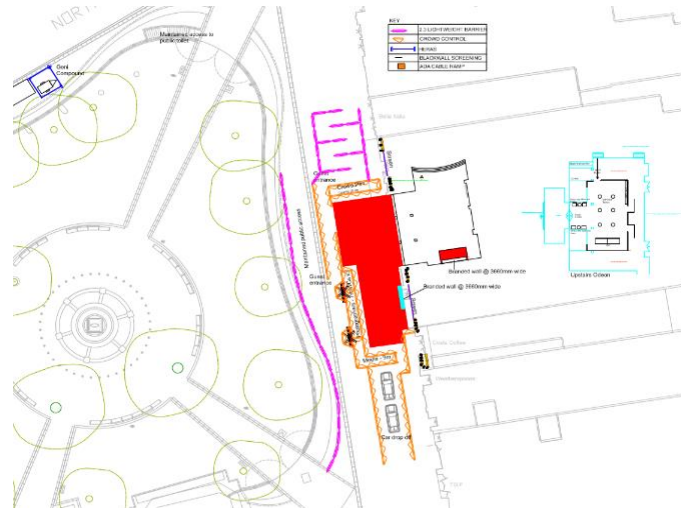
Production for the event will start being positioned on the East and South Terraces daily from 10:00. There will be no access along The East Terrace and restricted access on the South Terrace from 16:30 until 20:00 while the events are live. All production will be off Leicester Square by 23:00. Attached is a plan of the layout for your reference.



8<sup>th</sup> / 13<sup>th</sup> / 14<sup>th</sup> October

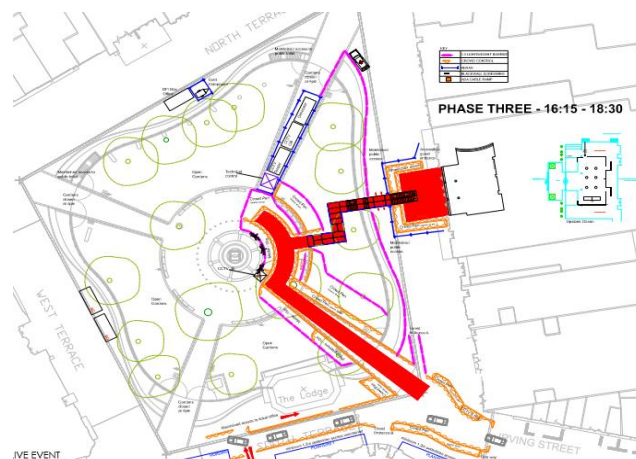
Production for the event will start being positioned on the East Terraces daily from 14:00. There will be restricted access along The East Terrace from 14:00

until 22:00 while the events are live. All production will be off Leicester Square by 23:00. Attached is a plan of the layout for your reference.



### 7th October

The East section of Leicester Square Gardens will be restricted for build. The gardens will open to the public at the usual time of 08:00 And close at the usual time of 16:00. There will also be production installed on the East Terrace where there will be reduced access. Attached is a plan of the layout for your reference.



A London Film Festival Box office will be installed on the North Terrace from 2<sup>nd</sup> October – 16<sup>th</sup> October. This will not restrict access. It will be operational every day from 10:00 – 20:30.

Saturday 7<sup>th</sup> October

We do appreciate your patience whilst working with us to facilitate these events and we are doing our best to minimise any disruption. We are working with *Westminster City Council* and *The Metropolitan Police* to ensure that all traders and residents are given due consideration.

If you have any questions or comments with regards to this event please do not hesitate to contact me on 07716 941 917. I will be in Leicester Square on the day of the event.

You can also contact *Westminster City Promotions, Events and Filming* on 020 7641 2390 or by emailing [eventsandfilming@westminster.gov.uk](mailto:eventsandfilming@westminster.gov.uk).

Yours sincerely



**Rachel Nichols**  
Director of Events  
DDA Live