



City of Westminster

UPDATED – 16 Nov – changes in blue

City Promotions, Events and Filming
Policy, Performance and
Communications
Westminster City Council

This matter is being dealt with by:

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Date: 16/11/2017

For attention of Leicester Square Businesses,

We are writing to inform you of the upcoming premieres taking place in November and December 2017 at the Vue or Odeon Cinemas in Leicester Square. The City Council and the Metropolitan Police anticipate large crowds will gather in Leicester Square to see the arrival of the film talent and celebrity guests.

Westminster Council requests that you remove all your tables and chairs, free standing signs, parasols etc. on the public highway in front of your business according to the table overleaf. For public safety reasons and to maintain access to your and neighbouring businesses your tables and chairs, etc, should not be stacked in front of your premises. Your tables, chairs and other furniture should not be placed back out on the highway until complete clearance of all event barriers and equipment after the event. This request is in accordance with condition 23 of your licence which states that: *All furniture shall be removed immediately from the highway when required by the City Council, Metropolitan Police, emergency services, or any statutory undertaker or utility.*

If you cause any unacceptable obstruction of the highway in front of your business on any of the dates listed below you may jeopardise public safety and you may be liable in the event of any injury to person or damage to property. I would be most grateful once again for your assistance to ensure that this event is successful and public safety is not compromised.

Please note, going forward, emails are likely to be sent rather than letters delivered from the City Council regarding your tables and chairs for the premieres mentioned overleaf. If you would like to add further email addresses to this list, please email us on eventsandfilming@westminster.gov.uk.

Thank you in anticipation of your continued co-operation in these matters.

Yours sincerely,

Anoushka Desai

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Premiere name	Mind Media Awards 2017	Daddy's Home 2	The Crown 2	Molly's Game	Jumanji	Darkest Hour
Date taking place	Mon 13 November	Thurs 16 November	Tues 21 November	Wed 6 December	Thurs 7 December	Mon 11 December
Cinema and location of the premiere	Odeon and East Terrace	Vue and North East terrace /Cranbourn Street	Odeon and East Terrace	Vue and North East terrace /Cranbourn Street	Vue and North East terrace /Cranbourn Street	Odeon and East Terrace
Premises required to remove tables and chairs	Costa Coffee (100% suspension) Chiquito (50% suspension) Bella Italia – East Terrace (50% width suspension) Pizza Hut (50% suspension)	Angus Steakhouse – (100% suspension) Maison du Mezze 100% suspension Club 14 – ropes and posts Easy Coffee Bella Italia – Cranbourn Street Starbucks (Vue) Burger King Pizza Hut Espresso Bar	TGI's (50% width) Moon Under the Water (50% width) Costa Coffee Bella Italia (East Terrace) Chiquito Pizza Hut Burger King Angus Steakhouse – Leicester Place tables and chairs Maison du Mezze Leicester Place tables and chairs and 50% in front	Angus Steakhouse – (100% suspension) Maison du Mezze (100% suspension) Club 14 – ropes and posts Easy Coffee Bella Italia – Cranbourn Street Starbucks (Vue) Burger King Pizza Hut Espresso Bar	Angus Steakhouse – (100% suspension) Maison du Mezze (100% suspension) Club 14 – ropes and posts Easy Coffee Bella Italia – Cranbourn Street Starbucks (Vue) Burger King Pizza Hut Espresso Bar	TGI's (50% width) Moon Under the Water (50% width) Costa Coffee Bella Italia (East Terrace) Chiquito Pizza Hut Burger King Angus Steakhouse – Leicester Place tables and chairs Maison du Mezze Leicester Place tables and chairs and 50% in front
Additional comments						

The Square will again be hosting the **Christmas** market, Santa's grotto and a show this year. Please find below the outline dates:

- Operational 10 November – 7 January
- De-rig 7 – 14 January

Lumiere will be again taking place in the Square from 18 – 21 January