



City of Westminster

City Promotions, Events and Filming
Policy, Performance and Communications
Westminster City Council,
5 The Strand
London WC2N 5HR

This matter is being dealt with by:
Naomi Chant
Tel: 020 7641 2289
E-mail: nchant@westminster.gov.uk
Date: 04/01/2018

For attention of Leicester Square Businesses,

We are writing to inform you of an upcoming premiere taking place on **10 January 2018** at the Odeon cinema 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.

This is a late notice premiere and will be the last at the Odeon, before it closes for its 8-month refurbishment.

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, no additional letters will be sent from the City Council regarding your tables and chairs for the premieres mentioned overleaf. All future letters will be emailed to the email address you have provided. If you would like to add further emails to this list, please email me on nchant@westminster.gov.uk

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

Yours sincerely,

Naomi Chant
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Premiere name	The Post Premiere
Date taking place	Wednesday 10 January 2018
Cinema and location of the premiere	Odeon and south of the East Terrace
Premises required to remove tables and chairs	<ul style="list-style-type: none">• Costa Coffee - 100%• Moon Under the Water - 100%• TGI Fridays - 100% • Hampshire Hotel - 50%

