



## City of Westminster

**City Promotions, Events and Filming**  
Policy, Performance and  
Communications

**This matter is being dealt with by:**

**Naomi Chant**

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**Date:** 21/05/2018

For attention of Leicester Square Businesses,

We are writing to inform you of the upcoming premieres **taking place in June 2018** at the Cineworld 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.

**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](mailto:eventsandfilming@westminster.gov.uk).**

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

Yours sincerely,

**Naomi Chant**

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<b>Premiere name</b>	<b>Oceans 8</b>
<b>Date taking place</b>	<b>Wednesday 13 June</b>
<b>Cinema and location of the premiere</b>	<b>Cineworld and North Terrace</b>
<b>Premises required to remove tables and chairs</b>	<b>Angus Steakhouse – 100% suspension Simit Sarayi – 100% suspension</b>
<b>Additional comments</b>	