

31 August 2018

Dear Leicester Square resident / business,

**Re: Premiere notification, VUE Cinema Leicester Square, Wednesday 12 September 2018**

I am writing to inform you that on Wednesday 12 September 2018, a film premiere, King of Thieves will be held at VUE Cinema Leicester Square (3 Cranbourn Street), with talent including Michael Caine, Jim Broadbent, Tom Courtenay, Charlie Cox, Paul Whitehouse, Michael Gambon and Ray Winstone in attendance.

Our event footprint will run from the junction of Leicester Place along Cranbourn Street to the junction with Leicester Court. We will begin work, laying barriers from 10.00hrs. Guests and talent will be on the carpet between 17:00 and 18:30/19:00, when music will also be played. De-rig will begin from 19:00/19.30 and the site cleared by 22.00hrs. For this event, crowd barriers will be erected and a red-carpet and lighting truss installed. The majority of works (where possible) will be conducted by hand to avoid noise disruption. Please see overleaf for a site plan.

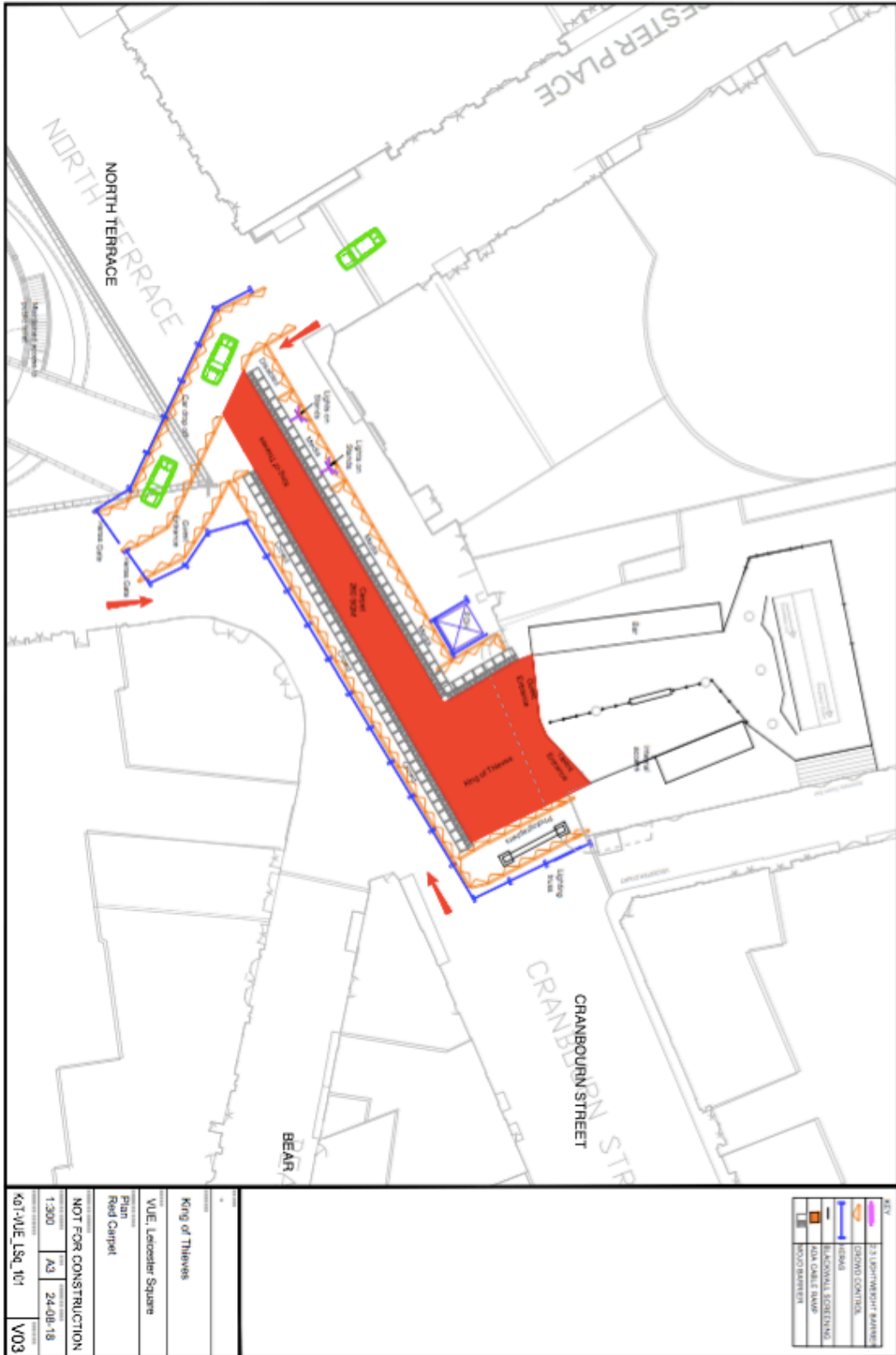
Due to the high profile nature of this event we do expect some crowds, however access to businesses will be maintained at all times utilising stewards. Media and photographers will be present in and around the area.

The event is being worked on in conjunction with Westminster City Council and if you have any queries during this period please reach out to the Project Manager, Helen Butler, or on the day contact the Production Site Manager, Tony Wheeler on 07831 253 910.

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