



City of Westminster

City Promotions, Events and Filming
Policy, Performance and
Communications
Westminster City Council
6th Floor - 5 Strand
London WC2N 5HR

This matter is being dealt with by:
Naomi Chant
Tel: 020 7641 2390
E-mail: nchant@westminster.gov.uk
Date: 21/10/2018

For attention of Leicester Square Businesses,

We are writing to inform you of the upcoming premieres, both for the London Film Festival, **taking place in November 2018** at the Cineworld and Vue 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 and to the side 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.

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

Yours sincerely,

Naomi Chant
City Promotions, Events and Filming

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.

Premiere name	Fantastic Beasts	Aquaman	Mortal Engines
Date taking place	Tuesday 13 November	Monday 26 November	Tuesday 27 November
Cinema and location of the premiere	Cineworld and North Terrace and Vue and Cranbourne St	Cineworld and North Terrace	Cineworld and North Terrace
Premises required to remove tables and chairs	<ul style="list-style-type: none"> • Angus Steakhouse ** • Maison de Mezze • Easy Coffee • Bella Italia • Burger King • Pizza Hut • Chiquitos • Espresso Bar <p><i>**Due to a late evening build prior to the event day, we will require you to have cleared your outside tables by 21.00 at the latest on Monday 12 November</i></p>	<ul style="list-style-type: none"> • Angus Steakhouse 	<ul style="list-style-type: none"> • Angus Steakhouse

Forthcoming events:

Christmas

For the third year, a Christmas market and Spiegeltent will be located in Leicester Square Gardens this Christmas. It will again feature a 23m diameter Spiegeltent in the North East corner of the gardens that will host a show, a festive market, refreshment area and a Santa's Grotto.

Proposed dates are:

Build starts: Wednesday 24 October 2018
Site open: Friday 9 November 2018 – Sunday 6 January 2019
Site clear: Sunday 13 January 2019

Opening times:

Stalls and refreshment area:	Weekdays	12.00 to 22:00	Weekends	10:00 to 22:00
Grotto:	Weekdays	12.00 to 19:30	Weekends	10:00 to 19:30