

FROM: Head of Property Services, Property Services EXTN: 6548

DATE: 4 February 2005 REF: Y3492

SUBJECT: **HER MAJESTY THE QUEEN - VISIT TO LLOYD'S**

SUBJECT AREA(S):

ATTACHMENTS:

ACTION POINTS:

DEADLINE(S):

On Tuesday 8th February, Her Majesty The Queen will attend a reception at Lloyd's to launch the Red Cross Emergency Response Appeal for London. The event will be attended by members of the Corporation and Market along with the charity's donors and supporters. The new fund will help train and equip more emergency response volunteers, and provide the supplies to deal with an emergency in the Capital.

As I am sure you will understand there are a number of security measures that need to be undertaken in advance of and on the day of a Royal visit. As a result, on Tuesday 8th, Tower One entrance to the Underwriting Room and the lifts will be closed to all building users and the glass lifts taken out of service from 1600hrs until 2000hrs. The lobby areas and toilets on Tower 5, Gallery 11 and Tower 1, Gallery 11 will also be closed. Please use alternative entrances, lifts and toilets at Tower 3 and Tower 5 during this time.

Access to Gallery 11 will be closed from 1500hrs on the 8th February. This will not affect pre-arranged visits to the Chairman and CEO and Commercial Directorate.

We have worked to ensure that disruption to all occupants and visitors of the building on the day is minimised and thank you in advance for your co-operation.

If you have any questions please contact John Mitchell on 020 7327 6548.

J H Mitchell
Head of Property Services
Property Services