

From: [REDACTED]
To: [REDACTED]
Cc: [Victoria.Knight](mailto:Victoria.Knight@[REDACTED]); [REDACTED]; [REDACTED]; [freeths.co.uk](mailto:[REDACTED]@freeths.co.uk); [REDACTED]
Subject: RE: MSG - Small Hire Agreement - Part of Plot A PML
Date: 11 December 2019 14:11:32

Thanks [REDACTED] – I'm on [REDACTED]

See you then.

Kind regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 11 December 2019 13:58
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@knightfrank.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@freeths.co.uk>; [REDACTED] <[REDACTED]@msg.com>
Subject: RE: MSG - Small Hire Agreement - Part of Plot A PML

Hi [REDACTED]

It will be me tomorrow. See you 9.00am at the gates. I am on [REDACTED]

Kind Regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@londonlegacy.co.uk]
Sent: Wednesday, December 11, 2019 1:56 PM
To: [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@knightfrank.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@freeths.co.uk>; [REDACTED] <[REDACTED]@msg.com>
Subject: RE: MSG - Small Hire Agreement - Part of Plot A PML

Hi [REDACTED]

Many thanks for sending the signed agreement through.

I will chase the accounts team and send over the invoice as soon as it comes through to me.

Who will I be meeting tomorrow morning? I can be there from 9am. Can I have contact details for them please.

Kind regards

[REDACTED]

[REDACTED] MRICS
Senior Asset & Estate Manager

London Legacy Development Corporation
Level 10
1 Stratford Place, Montfichet Road
London
E20 1EJ

Mobile: [REDACTED]
Email: [REDACTED] [londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)
Website: www.londonlegacy.co.uk



Queen Elizabeth Olympic Park: a dynamic new metropolitan centre for London

For more information please visit www.QueenElizabethOlympicPark.co.uk



Please consider the environment before printing this e-mail or its attachments

From: [REDACTED] [[mailto:\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)]
Sent: 11 December 2019 12:38
To: [REDACTED] <[\[REDACTED\]@londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)>; [REDACTED] <[\[REDACTED\]@knightfrank.com](mailto:[REDACTED]@knightfrank.com)>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>; [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>; [REDACTED] <[\[REDACTED\]@freeths.co.uk](mailto:[REDACTED]@freeths.co.uk)>; [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>
Subject: MSG - Small Hire Agreement - Part of Plot A PML

Hi [REDACTED]

Please find attached the signed Small Hire Agreement. If you would please issue me with an invoice by email we will make payment.

Kind Regards
[REDACTED]

From: [REDACTED] [[mailto:\[REDACTED\]@londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)]
Sent: Tuesday, December 10, 2019 4:55 PM
To: [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>; [REDACTED] <[\[REDACTED\]@knightfrank.com](mailto:[REDACTED]@knightfrank.com)>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED]

<[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>;
[REDACTED]@freeths.co.uk

Subject: Small Hire Agreement - Part of Plot A PML

Hi [REDACTED]

Thank you for sending over the RAMS. I have passed to the relevant personnel and will let you know if they require anything further.

Please find attached a small hire agreement. Please can you sign and return a scanned copy.

I am raising a sales invoice request, which should be back with me tomorrow to forward on.

Kind regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@msg.com]

Sent: 10 December 2019 14:07

To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@knightfrank.com>

Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>;
[REDACTED]@freeths.co.uk

Subject: RE: Heads of Terms - Part of Plot A PML

Hi [REDACTED]

Please see attached and let me know if you have any questions.

Kind Regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@londonlegacy.co.uk]

Sent: Tuesday, December 10, 2019 12:39 PM

To: [REDACTED] <[REDACTED]@msg.com>; [REDACTED]
<[REDACTED]@knightfrank.com>

Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>;
[REDACTED]@freeths.co.uk

Subject: RE: Heads of Terms - Part of Plot A PML

Hi [REDACTED]

I should be able to get the agreement over to you before the end of today pending approval of my draft internally.

Do you know when you will be able to provide me with the RAMS?

Kind regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 09 December 2019 12:38
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@knightfrank.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>;
[REDACTED]@freeths.co.uk
Subject: RE: Heads of Terms - Part of Plot A PML

Hi [REDACTED]

If you would please arrange for the blocks to be removed first thing on 12th December. The terms as issued by [REDACTED] (attached) are fine.

To confirm, as agreed on site this morning, you will ensure that Atkins / UKPN will provide suitable site separation by fencing of their borehole / trial pit works.

We would really need to see the draft agreement or something to sign today so I might have some hope of arranging payment before the 12th. If you don't have a document on hand would an exchange of letters suffice?

If payment can't be made by the 12th would you be happy to allow us to take possession based on the signed agreement, with payment to follow within a reasonable period?

Kind Regards,
[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@londonlegacy.co.uk]
Sent: Monday, December 9, 2019 12:00 PM
To: [REDACTED] <[REDACTED]@knightfrank.com>; [REDACTED]
<[REDACTED]@msg.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>
Subject: RE: Heads of Terms - Part of Plot A PML

Hi both

[REDACTED] thanks for sending across.

The only cost missing is the charge for removal and replacement of the blocks on the gate. This costs £167 for each. This will only be applicable if MSG require LLDC to do this on their behalf.

On the plan, please can you highlight the area within MSG's demise which will require monitoring during their occupation (highlighted as 'A' on the plan I sent to you).

[REDACTED] good to meet earlier. Will you require us to arrange removal/replacement of the blocks?

As discussed, will look to get something over to you asap so you can arrange payment.

Kind regards

[REDACTED]

From: [REDACTED] [[mailto:\[REDACTED\]@knightfrank.com](mailto:[REDACTED]@knightfrank.com)]

Sent: 09 December 2019 10:11

To: [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>

Cc: [REDACTED] <[\[REDACTED\]@londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)>

Subject: Heads of Terms - Part of Plot A PML

[REDACTED] / [REDACTED]

Please see attached.

Kind regards

[REDACTED]

[REDACTED]
[REDACTED] **BSc (Hons) MRICS**
Associate
Logistics and Industrial

Knight Frank
55 Baker Street
London
W1U 8AN
United Kingdom

T: +44 20 [REDACTED]

S: +44 20 [REDACTED]

M: +44 [REDACTED]

[REDACTED] knightfrank.com

knightfrank.com

[View our latest Future Gazing report now](#)

Save a tree – we only print emails we need to.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

This email (including any attachments) is confidential. If it is not addressed to you, please do not read, disclose, copy or forward it on, but notify the sender immediately and delete it. Any copying, disclosure, distribution or other use of this email (and any attachments) by anyone other than the intended recipient is prohibited and may be unlawful.

This e-mail is sent on behalf of Knight Frank LLP, a limited liability partnership registered in England (registered number OC305934). Our registered office is at 55 Baker Street, London W1U 8AN where you may look at a list of members' names (this can

LONDON LEGACY DEVELOPMENT CORPORATION

AND

STRATFORD GARDEN DEVELOPMENT LIMITED

SMALL HIRE AGREEMENT



BETWEEN LONDON LEGACY DEVELOPMENT CORPORATION a Mayoral Development Corporation located at Level 10, 1 Stratford Place, Montfichet Road, London E20 1EJ (the "LLDC"), And **THE HIRER** whose name and address is set out in section 1 of the **Hiring Details** in Part A below

In consideration of you paying the **Facility Fee** and any **Additional Costs**, the LLDC grants you the right to use the **Permitted Area** of the **Property** solely for the purposes of the **Function** and agrees to provide you with the **Services** (if any) specified in the **Hiring Details** on the terms and conditions of this Agreement. (Each of the words in bold is defined in the **Standard Terms** set out in Part B.) This Agreement consists of both Part A (Hiring Details) and Part B (Standard Terms).

**London Legacy Development Corporation
Booking Confirmation and Hire Agreement
Part A – Hiring Details**

1. Hirer	Stratford Garden Development Limited
2. Address of Hirer	Suite 1, 3rd Floor, 11-12 St James's Square, London, SW1Y 4LB
3. Date of the event, incl. Event times	12-20 December 2019 inclusive
4. Details of the Event	Facade mock up
5. Details of any event infrastructure e.g. marquees, stages etc	TBC
6. LLDC's Event Manager	
7. Hirer's Event Manager	
8. Maximum number of visitors	TBC
9. Event entry	NA
10. Permitted area(s)	The property known as Part B of Plot A Pudding Mill Lane, Stratford, E15 2NQ as shown edged blue on the attached plan. (Schedule 3) The demised area comprises a hard standing secure compound extending to approximately 70,227 sq ft. Approximate access route is demised by the area edged red on the attached plan (Schedule 3)
11. Access and Egress Routes	An approximate access/egress route will be defined from the entrance of the site to the demise. Please refer to the Red Line on Schedule 3, which is subject to change based on the exact location of UKPN boreholes.
12. Description of Services provided by LLDC	NA
13. Facility fee	£22,000 + VAT
14. Additional costs (if any)	£167 + VAT to be paid for the removal of blocks at the site entrance. £167 + VAT to be paid for the reinstatement of blocks at the site entrance.
15. Deposit	NA

16. Repairs	The Hirer is to return the property in no worse condition than taken at the start of the term.
17. Security	The Tenant will be responsible for the security of the demise during the period of occupation. 24 hour security will be required during the period of letting.
18. Insurance	Public Liability - £5 million minimum per incident required
19. Confidentiality	The tenant will keep the particulars of this Agreement confidential and will not share or make in announcements in respect of this agreement without the prior consent of the LLDC.
20. Additional Information	LLDC's contractors will require access to the demise in order to monitor their borehole during the period of letting (approximately marked on Schedule 3 with an 'X'). This area will be fenced off.
21. Plan attached	Yes (Schedule 1)

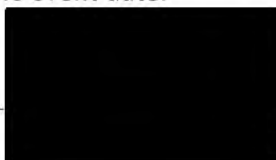
Schedule of Charges

Facility Fee:	£ 22,000 + VAT
Additional charges (detail):	£334 + VAT
a) Removal of blocks (£167 + VAT)	
b) Reinstatement of blocks (£167 + VAT)	
TOTAL COST	£22,334 + VAT
PAYABLE	£26,800.80

This is an important legal document which when signed by both parties will create legal rights and obligations between the LLDC and you. The LLDC's staff can help you with any questions you may have however they cannot give you legal advice. The LLDC recommends that you obtain your own independent legal advice from a solicitor before you sign this document.

LLDC will provide services to the Hirer as set out in term 10 and 12. The Hirer will be notified when payment is received and also if payment has not been received by the agreed due date. LLDC will not provide services to the hirer if full payment has not been received by the Hirer by the event date.

Signed by:



on behalf of the LLDC

Name:	
Job Title:	Senior Asset and Estate Manager
Tel No:	
Fax No:	n/a
Email:	 @londonlegacy.co.uk

I, the Hirer, agree to be bound by the terms and conditions of this agreement.

Signed by:

As duly authorised signatory for and on behalf of the HIRER

Name:	
Job Title:	
Tel No:	
Fax No:	
Email:	

Part B - Standard Hire Terms and Conditions (small events)

In consideration of you paying the **Facility Fee** and any **Additional Costs**, the London Legacy Development Corporation ('LLDC') of Level 10, 1 Stratford Place, Montfichet Road, London, E20 1EJ, grants you the right to use the **Permitted Area** of the **Property** solely for the purposes of the **Event** and agrees to provide you with the **Services** (if any) specified in the **Hiring Details** on the terms and conditions of this Agreement. This Agreement consists of both Part A (Hiring Details) and Part B (Standard Terms)

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

The following words and expressions shall have the following meanings:

"Access and Egress Routes" means the areas within the Park outside of the Permitted Area that during the Hiring Period the Hirer needs, in relation to its rights and obligations hereunder, to use as access and egress routes to and from the Permitted Area, including to drive on or over, to place vehicles or infrastructure on, and/or to instruct the public to use as access or egress routes to and from the Permitted Area. The Access and Egress Routes are as set out in section 11 of Part A of this Hire Agreement. For the avoidance of doubt, all access and egress routes as per this definition will be within the Property;

"Additional Costs" means the sum set out in section 14 of the Hiring Details;

"Agreement" means Part A and Part B, and in the event of any conflict between Part A and Part B, Part B shall prevail;

"Deposit" means the sum set out in section 15 of the Hiring Details;

"Event" means the Event referred to in sections 3 and 4 of the Hiring Details;

"Event Management Plan" means the detailed plan setting out all matters relating to the Events(s) compiled by the Hirer (as amended and updated from time to time) which shall include as a minimum:

- a) The timetable of Event(s);
- b) A plan of the Permitted Area;
- c) Independently prepared risk assessments and method statements;
- d) Copies of insurance cover;
- e) Plans relating to stewarding, marshalling and crowd management;
- f) A traffic and transport plan;
- g) Full details of any subcontractor, suppliers, consultant or other third parties engaged by the Hirer in relation to the Events(s) and confirmation of their engagement;
- h) Emergency and contingency plans;
- i) Contact lists for key personnel;
- j) Compliance with LLDC Policies;
- k) Food safety certifications and inspection of services records;
- l) Spectator management and health and safety documentation;
- m) Details on how the Hirer will mitigate against Fair Wear and Tear;
- n) All other information reasonably requested by the LLDC to enable it to ensure that the Hirer is complying fully with its obligations pursuant to this Agreement.

"Event Manager" means the person You nominate to be responsible for all aspects of the Event whose details are set out in section 7 of the Hiring Details;

"Event Staff" means any and all of Your employees, contractors (including but not limited to Third Party Contractors), sub-contractors, agents and suppliers and any one else directly or indirectly associated with the Event (other than the LLDC's staff);

"Fabric" means the natural and built infrastructure of the Park including but not only, the turf, grass, flowerbeds, trees, water bodies, buildings, roads, footpaths, monuments, furniture and fittings (lampposts, gates, fences, bins, benches and similar);

"Facility Fee" means the sum set out in section 13 of the Hiring Details being the fee for the use of the Property for the Event;

"Fair Wear and Tear" means any compaction or damage to the Fabric that could reasonably be expected as a result of holding the Event(s) in the Park in accordance with the terms and conditions of this Agreement;

"Hire Pack" means the pack of information including details of licences and guidelines give to you by the LLDC.

"Hiring Details" means those details of the Event, the Hirer and terms of contract set out in Part A of this Agreement;

"Hiring Period" means the period of time as stated in section 3 of the Hiring Details during which the LLDC grants You the right to use the Permitted Area and to provide You with the Services (if any);

"LLDC Co-ordinator" means the person nominated by the LLDC whose details are set out in section 6 of the Hiring Details

"Material Damage" means any damage to the Fabric other than Fair Wear and Tear, including but without limitation; fire damage, oil or chemical spills, any damage whatsoever to flowerbeds, trees, water bodies, buildings, roads, footpaths, monuments and furniture and fittings (lampposts, gates, fences, bins, benches and similar);

“Noisy Working Hours” means 8am to 6pm Mondays to Fridays and 9am to 1pm on Saturdays unless otherwise agreed by the Parties, subject always to any licensing or permit restrictions.

“Olympic Movement” includes the British Olympic Association, the International Olympic Committee, other National Olympic Committees, the London Organising Committee of the Olympic Games and any other organising committee of Olympic Games, any Olympic team, and any other person or entity who is recognised by or required to comply with the Olympic Charter (as published by the International Olympic Committee from time to time).

“Permitted Area” means that part of the Property (including the contents of that part of the Property) identified in section 10 of the Hiring Details;

“Property” means Queen Elizabeth Olympic Park;

“Reinstatement Bond” means the amount listed in section 19 of the Hiring Details.

“Services” means those services (if any) to be provided by the LLDC as set out in section 12 of the Hiring Details;

“Standard Terms” means the terms and conditions for use of the Permitted Area for the Event set out in this Part B which form an integral part of this Agreement;

“Third Party Contractor” means a third party contractor, sub-contractor, supplier, consultant, sub-consultant, licensee, sponsor and concessionaire or other third party it engaged in relation to the Event

“Visitors” means the people that attend the Event; and

“You” means the Hirer and **“Your”** has a corresponding meaning.

2. FEES AND CHARGING

2.1 You must pay the following fee plus Value Added Tax (VAT) (if chargeable):

2.1.1 the Deposit at the time of signing this Agreement; and

2.1.2 the Facility Fee (less the amount of the Deposit) and any Additional Costs within 30 days of receipt of an invoice/prior to your event whichever is the earlier, and the LLDC reserves the right to require full or part payment in advance of the Additional Costs not covered by the Facility Fee.

2.2 If the Event runs beyond the time specified in section 3 of the Hiring Details an additional charge may be made at the LLDC's discretion.

2.3 The LLDC reserves the right to charge You interest on any overdue amount on a daily basis at the rate of 3% above the base rate of the Bank of England in force from time to time which the Parties agree shall be a sufficiently substantial remedy for the purposes of the Late Payment of Commercial Debts (Interest) Act 1998.

2.4 You are not entitled to charge Visitors for the Event, unless otherwise agreed to in writing by the LLDC.

3. EVENT PARTICULARS

3.1 You must not exceed the maximum number of Visitors as specified in Section 8 of the Hiring Details at any time during the Event unless agreed in writing with LLDC.

3.2 You should take all reasonable steps to ensure that nothing is done on the Property by You, Event Staff, Visitors or Third Party Contractors which in the reasonable opinion of the LLDC is obscene, unlawful, illegal or immoral or which is harmful to the reputation of the LLDC.

3.3 You should take all reasonable steps to ensure that amplified music and public announcements do not cause a nuisance to any nearby residents or occupiers of any buildings on the perimeter of the Property in accordance with the LLDC's Premises Licenses and ensure that any works carried on within the Site are not audible outside of the Park other than during the Noisy Working Hours;

3.4 You should provide all infrastructure and equipment necessary for the Event (excluding that to be provided by LLDC under Section 12 of the Hiring Details) and all infrastructure and equipment within the Permitted Area shall be at Your risk. The LLDC shall have no liability for any loss of or damage to any infrastructure or equipment, unless such loss or damage was caused or contributed to by any act or omission of the LLDC.

3.5 You should discharge Your obligations under this Agreement with all due skill, care and diligence including in accordance with good industry practice and with Your own internal procedures and all Your obligations pursuant to the Agreement shall be performed and rendered by appropriately experienced, qualified and trained Event Staff and Third Party Contractors with all due skill, care and diligence.

3.6 You should ensure that there will be no pyrotechnics or special effects permitted as part of the Event unless specifically approved by the LLDC.

3.7. You should produce and provide to LLDC for its assurance an Event Management Plan and/or any other documentation as requested by your LLDC Events Manager no later than 28 days prior to the first Build Up Commencement Date for assurance unless otherwise agreed with LLDC.

3.8 You must ensure that adequate provision is made within the Permitted Area during the Event for disabled users and that during the Event, the Permitted Area is compliant with the Equalities Act 2010.

4. INSURANCE

- 4.1 You must maintain public liability insurance, with a reputable insurer, for the minimum amount specified in section 18 of the Hiring Details for each and every claim or series of claims arising out of any one occurrence and the LLDC reserves the right to require you to effect the required policies of insurance in the joint names of Yourself and the LLDC or to have an indemnity to Principals clause and the right to stipulate special insurance requirements as may be appropriate in all the circumstances.
- 4.2 If You engage a Third Party Contractor to carry out activities at the Property then You shall ensure that the Third Party Contractor has sufficient insurance cover with a reputable insurer to cover its potential liabilities in relation to its activities at the Property.
- 4.3 You must provide satisfactory evidence of compliance with the insurance obligations set out in clauses 4.1 and 4.2 at least 14 days in advance of the Event (or otherwise agreed), by providing the LLDC with copies of current certificates or cover notes.
- 4.4 You must inform the LLDC if there are any changes proposed to Your insurance cover provided in clause 4.1.

5. INDEMNITY/LIABILITY

- 5.1 You undertake and agrees that you will indemnify and hold the LLDC and its officers, employees and agents harmless from and against all costs and expenses (including reasonable legal costs), actions, proceedings, claims, demands and damage arising directly or indirectly from Your use of the Permitted Area (except to the extent it is caused or contributed by the negligence or default of the LLDC) including but not limited to:
 - 5.1.1 the full cost of repairing any damage to or replacing any breakages or lost items from the Property or any of its buildings, fixtures, fittings or contents arising out of the Event;
 - 5.1.2 all losses, damages or expenses suffered by the LLDC as a result of Your behaviour or conduct or that of Event Staff, Visitors, Third Party Contractors or any other person You invite onto the Property;
 - 5.1.3 any civil or criminal liability, costs, claims or expenses which arise directly or indirectly out of the Event or as a direct or indirect consequence of any breach by You of the provisions of this Agreement;
 - 5.1.4 death or personal injury to any person caused by You, Event Staff or Third Party Contractors' negligence; and
 - 5.1.5 any fraudulent misrepresentation.
- 5.2 For the avoidance of doubt, You acknowledge that the LLDC, its employees or agents shall not be liable for:
 - 5.2.1 any damage, loss, delay or expense incurred by You, the Event Staff, Visitors or any other person connected with the Event, except for death or personal injury resulting from proven negligence of LLDC, its employees or agents;
 - 5.2.2 damage, theft or loss of any property, goods, articles, possessions, objects or similar things used, kept or left at the Property.

6. CONSENTS AND OTHER LICENCES

- 6.1 You must obtain, and/or ensure that any Third Party Contractor obtains, all permits or consents necessary for the Event to lawfully take place and You must comply, and/or ensure that any Third Party Contractor complies, with any conditions imposed by such licences, permits, rates or consents. You are responsible for any liability that arises directly or indirectly as a result of any non-compliance with or breach of such conditions.
- 6.2 You must provide the LLDC with copies of any permits or consents required before the Event upon request from the LLDC.
- 6.3 If the LLDC consents to You serving or selling alcoholic beverages at the Event, You agree to comply with all relevant alcohol licensing legislation and the Premises Licence for the Property in relation to you serving alcoholic beverages at the Event. If for any reason You believe You and/or a member of the Event Staff might be in breach of any alcohol licensing legislation and/or the liquor licence, You must contact the LLDC Co-ordinator immediately.
- 6.4 You must comply with the Premises Licence for the Property in relation to any licensable activity permitted under the Licence. All licensable activity shall be listed in item 4 of the Hiring Details.
- 6.5 You agree that You fully understand and accept Your responsibilities under all relevant alcohol licensing legislation and the liquor licence for the Property and You agree to indemnify the LLDC for any losses or liabilities it may suffer as a result of You and/or the Event Staff failing to comply with each of your respective responsibilities under any relevant alcohol licensing legislation and/or the liquor licence for the Property.
- 6.6 You agree You will comply with all licences and guidelines listed in the Hire Pack.
- 6.7 You agree that You will obtain at your own expense any necessary licence from PRS and PPL if it is required for your event.
- 6.8 The Hirer confirms that it waives its Showman's Guild rights to the Site and to the Park in respect of the Event(s). The Hirer gives its consent for any funfair/contractor/business to provide rides/amusements to the LLDC, the Site and to the Park either in respect of the Term or in the future, without any consultation with the Hirer or the Showman's Guild.

7. EVENT CO-ORDINATION

- 7.1 Your Event Manager must be available at all reasonable times during the Event.
- 7.2 You are responsible for ensuring that all Event Staff are aware of the provisions of this Agreement, comply fully with them and follow the reasonable and lawful instructions of the LLDC (whether acting through the LLDC Co-ordinator or otherwise).

8. DAMAGE TO THE PROPERTY

- 8.1 You must ensure that there is no damage to any part of the Property. If any damage is caused to the Property as a result of Your Event(s), You shall be liable to fully compensate the LLDC for any damage.
- 8.2 If any loss or damage to the Property occurs during the use of the Property for the Event (including during the preparation for and cleaning up after the Event), You must immediately report this to the LLDC and You will be liable to fully compensate the LLDC for the damage caused. The LLDC will undertake the repairs itself and will charge You for all costs incurred, including the cost of specialist craftspeople or consultants.

9. SECURITY

- 9.1 You must provide and adopt at Your own cost such security measures as may be necessary or advisable for the protection, safety and security of the Property and its contents, Visitors, Event Staff and their possessions within the Event Period.
- 9.2 You must seek the LLDC's prior assurance of the security measures You plan to adopt and You must make such changes to Your proposed security measures as the LLDC may reasonably require. If requested, You must provide the LLDC with the following before the Event:
 - 9.2.1 the names of all Event Staff and their estimated arrival and departure times;
 - 9.2.2 details of any deliveries or collections to the Property for the Event and any access requirements; and
 - 9.2.3 any other relevant information.
- 9.3 Event Staff must carry identification at all times when at the Property and may be required to produce it to an LLDC representative on request. Visitors may, if reasonably required by the LLDC, be required to wear identification as a Guest at the Event. Failure to produce identification satisfactory to the LLDC will entitle the LLDC to remove a person from the Property.
- 9.4 The LLDC reserves the right (acting reasonably through the LLDC Co-ordinator):
 - 9.4.1 to refuse to allow anyone or anything to enter or remain on-site if it considers there to be a risk to people or the Property, or the likelihood of nuisance being caused; and
 - 9.4.2 to stop and search any Event Staff or Guest entering or leaving or otherwise using the Property.
- 9.5 You must prevent any member of the public (who is not Event Staff or a Third Party Contractor) from entering the Permitted Area outside of event times during the Hiring Period and You must keep the Permitted Area secure outside of the event times to prevent public access (eg during build and derig).
- 9.6 throughout the Event(s), at the Permitted Area, on Access and Egress Routes and during transition from transport hubs to the Park, keep order, maintain Visitor and Event Staff safety and provide relevant information and advice to the public;
- 9.7 If You do not comply with the obligations in this clause 9 to the LLDC's satisfaction, the LLDC may provide the security it thinks is necessary and charge You for any costs and expenses it incurs in so doing, which You agree to pay on demand.
- 9.8 You must provide all vehicular details in advance to LLDC as requested and provide suitable staff to manage vehicle access and movement on the site in line with the venues site rules.

10. HEALTH, SAFETY, ENVIRONMENT AND FOOD HYGIENE COMPLIANCE

- 10.1 At all times throughout this Agreement, You must acquaint Yourself with and comply with, and ensure that all Event Staff and Third Party Contractors acquaint themselves with and comply with:
 - 10.1.1 health and safety legislation and relevant industry standards;
 - 10.1.2 all LLDC health, safety, fire and environmental requirements, codes of practice and guidance as notified in writing by the LLDC or on the LLDC website;
 - 10.1.3 any external users guidance notes, including the submission of a detailed risk assessment for the Event; and
 - 10.1.4 food hygiene legislation and relevant industry standards at all times.
- 10.2 You must ensure that emergency exit routes are kept clear at all times and in the event of an emergency evacuation You, all Event Staff and Visitors shall:
 - 10.2.1 evacuate the Permitted Area or Property immediately using the designated fire routes; and
 - 10.2.2 on leaving the Permitted Area or Property, make their way to the assembly point.

11. CATERING

- 11.1 You will let the LLDC know about proposed catering for the Permitted Area, which will be subject to LLDC approval. You will be responsible for the costs of all catering services and any other food and beverage providers.
- 11.2 You will provide all Health and Safety documentation including the necessary Food Questionnaire to the Local Authority no later than 28 days prior to your event.

12. CLEARING UP AND CLEANING UP

- 12.1 You shall minimise waste in the exercise of Your rights and performance of Your obligations under this Agreement (and comply with all applicable legislation and Bye Laws in relation to waste) and upon completion of the Event, You shall remove any unused materials and all rubbish and leave the Property in a neat and tidy condition. As much waste as is reasonably possible shall be recycled
- 12.2 Any equipment used for the Event not supplied by the LLDC must be removed within the agreed day(s)/times specified in section 3 of the Hiring Details. If You do not comply with these obligations, the LLDC may move or remove such equipment and charge You any costs and expenses it incurs in doing so, which You agree to pay on demand.
- 12.3 You are responsible, unless agreed with the LLDC otherwise in writing, for removing all litter or waste resulting from the Event by the Access End time given in section 3. If You do not comply with this obligation to the LLDC's satisfaction, the LLDC may remove the litter or waste and charge You for any costs and expenses it incurs in so doing, which You agree to pay on demand.

13. CANCELLATION

- 13.1 If You cancel the hiring of the Permitted Area pursuant to this Agreement, You will remain liable for any costs the LLDC may have incurred or incurs as a consequence of such cancellation and all costs which the LLDC has incurred in anticipation of You completing this Agreement. The LLDC may, in its absolute discretion, waive or reduce the monies recoverable under this clause 13.1 and nothing in this clause will prevent the LLDC claiming incurred costs for cancelling the hiring of the Permitted Area.
- 13.2 The LLDC may cancel this Agreement at any time by immediate written notice to You if You:
 - 13.2.1 are in material breach of any of the terms of this Agreement and You fail to remedy such breach (if capable of remedy) within such reasonable period as the LLDC specifies by written notice to You;
 - 13.2.2 cease to carry on business or enter into receivership, administration or liquidation (except for the purposes of amalgamation or solvent reconstruction) or become or are declared insolvent;
 - 13.2.3 are in breach of Clause 3.1;
 - 13.2.4 endanger public order or the health and safety of any person; or
 - 13.2.5 cause material damage to property, including the Permitted Area, Property or other property under the control of the LLDC.and in such circumstances LLDC may claim the costs incurred by the LLDC as a result of this Agreement. Nothing in this clause 13.2 shall prevent the LLDC claiming damages for breach of contract.
- 13.3 The LLDC reserves the right to cancel this Agreement if the LLDC considers the Event to be offensive to a reasonable person or likely to endanger people or the Property or is otherwise likely to adversely affect the image, standing or reputation of the LLDC. If the LLDC cancels this Agreement pursuant to this clause 13.3 then the LLDC shall refund the Deposit to You in full if the Event has not commenced. If the Event has commenced, the LLDC may refund part or all of the Deposit to you at its discretion and seek that You pay part or all of the Facility Fee and Additional Costs to LLDC. In either event, the LLDC shall have no other liability to You in respect of the cancellation under this clause.
- 13.4 The LLDC reserves the right to reschedule the time and/or date of your event at 28 days' notice due to changes in the Football Schedule.

14. STATUS OF THIS AGREEMENT

- 14.1 This Agreement does not create any partnership, agency, or employment relationship between You and the LLDC nor the relationship of landlord and tenant.
- 14.2 No legal or equitable interest in the Property or any other right is created by this Agreement other than as expressly provided in this Agreement and You must respect the LLDC's use and continued occupation of the Property and must not enter any part of the Property other than the Permitted Area. Nothing in this Agreement grants You the right to exclusive possession of the Property or any part or the right to exclude the LLDC from the Property.

15. ASSIGNMENT AND THIRD PARTY CONTRACTORS

- 15.1 You may not assign, sub-contract or transfer this Agreement or any of Your rights or obligations without the prior written consent of the LLDC. Such consent shall not relieve You from any liability or obligation under this Agreement and you shall be responsible for the acts, omissions, defaults or negligence of your sub-contractors, agents or servants as fully as if they were acts, omissions, defaults or negligence of Yourself.
- 15.2 The LLDC may assign all or any of its rights and obligations under this Agreement to any company which would (if the LLDC were a company) be a subsidiary of the LLDC.
- 15.3 Without limiting the generality of clause 15.1 above, the LLDC acknowledges that You have engaged the Third Party Contractors named in section 17 of the Hiring Details in relation to the activities referred to in that section and You agree to be responsible for the acts, omissions, defaults or negligence of the Third Party Contractors as fully as if they were acts, omissions, defaults or negligence of Yourself.

16. FORCE MAJEURE

- 16.1 If either You or the LLDC are prevented from complying with Your respective obligations under this Agreement by reason of a force majeure event, such event of force majeure shall not be deemed to be a breach of this Agreement. In such circumstance, the LLDC and You agree, without prejudice to other remedies, to discuss in good faith how to resolve any resulting problems.
- 16.2 Each party agrees to take all reasonable action to mitigate any disruption caused by a force majeure event.
- 16.3 For the purpose of this clause 16, a force majeure event shall mean any circumstance beyond the reasonable control of a party which renders the continued satisfaction of that party's obligations under this Agreement illegal or impossible, including, but not limited to, fire, flood (including flooding anywhere in the Permitted Area), Act of God, riot, civil disturbance, industrial dispute (not directly involving either party), war or sabotage, the demise of a member of the Royal Family such that it would require cancellation of an Event in whole or in part for the avoidance of doubt this includes the reigning monarch and her/his spouse and equivalent circumstances which the Party concerned could not be reasonably expected to foresee or provide for in advance.

17. ENTIRE AGREEMENT

- 17.1 This Agreement contains the entire understanding of the LLDC and You with regard to its subject matter and supersedes all prior arrangements, understanding and agreement (whether written or oral) between You and LLDC.
- 17.2 No amendment or variation of this Agreement shall be effective unless in writing and signed by the duly authorised representatives of the LLDC and You.

18. FREEDOM OF INFORMATION

You acknowledge that the LLDC is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and shall as far as is reasonably possible assist and co-operate with the LLDC (at Your expense) to enable the LLDC to comply with the requirements of this legislation in relation to any information relating to You, the Event and/or this Agreement.

19. MARKETING

- 19.1 You shall only use the name of Queen Elizabeth Olympic Park and the Park Logo for the promotion of the Event and subject to the prior approval of the LLDC and in accordance with this Agreement and You acknowledge that You have no rights other than as granted under this Agreement in connection with such intellectual property.
- 19.2 You grant the LLDC access without charge to and make available in any form reasonably specified by the LLDC without charge any photographs, films and broadcasts produced by, or under licence of, You in connection with the Event for use for internal and LLDC promotional purposes only.
- 19.3 You, your Event Staff and any Third Party Contractors shall not undertake any activity, commercial or non-commercial, which makes or implies a direct or indirect association with the Olympic Movement and its goods, services and activities generally, without the authorisation of the British Olympic Association or the International Olympic Committee (as appropriate).

20. CONFIDENTIALITY

- 20.1 You shall:
- 20.1.1 keep confidential all Confidential Information;
 - 20.1.2 take appropriate steps to safeguard all Confidential Information within Your control belonging to LLDC;
 - 20.1.3 not, without the LLDC's prior written consent, disclose the Confidential Information in whole or in part to any other person save those of its directors, employees, agents, professional advisers, suppliers, contractors, consultants and subcontractors involved in the implementation of this Agreement provided in all cases that they have a need to know the same and provided that in disclosing information under this clause You shall disclose only the information which is necessary for the purpose concerned and requires that the information is treated in confidence and that a confidentiality undertaking is given where appropriate; and
 - 20.1.4 use the Confidential Information solely in connection with the exercise of rights and/or the performance of obligations under this Agreement and not otherwise for its own benefit or the benefit of any third party.
- 20.2 The provisions of clause 20.1 shall not apply to the whole or any part of the Confidential Information that can be shown by You to be:
- 20.2.1 disclosed as a requirement of law or any regulatory body to whose rule You are subject;
 - 20.2.2 required for the examination and certification of Your accounts by external professional advisers;
 - 20.2.3 known to the You prior to the date of this Agreement otherwise than as a result of being obtained directly or indirectly from LLDC;
 - 20.2.4 obtained from a third party who lawfully possessed such Confidential Information and which has not been obtained in a breach of a duty of confidence owed to the LLDC by any reason;
 - 20.2.5 in the public domain other than as a result of a breach of a duty of confidence owed to LLDC by any person;
- 20.3 The provisions of this clause 20 shall survive expiry or termination of this Agreement for any reason.

- 21. SEVERABILITY**
The invalidity or partial invalidity of any provision of this Agreement shall not prejudice or affect the remainder of this Agreement which shall continue in full force and effect.
- 22. COUNTERPARTS**
This Agreement may be executed in any number of documents or counterparts each in the like form, all of which when taken together shall constitute one and the same document.
- 23. THIRD PARTY RIGHTS**
Nothing in this Agreement grants any rights to any person who is not a party to this Agreement and the provisions of the Contracts (Rights of Third Parties) Act 1999 are hereby excluded.
- 24. RULES**
The LLDC may make any rules concerning Your use of the Permitted Area and to elaborate upon any provision in this Agreement. Provided that any such rules are notified to You in writing and are not inconsistent with the terms of this Agreement, You must abide by such rules as if they were contained in this Agreement and agreed to by You. The LLDC Co-ordinator may issue rules on behalf of the LLDC.
- 25. LAW**
This Agreement shall be subject to the law of England and Wales and the LLDC and You agree to submit to the exclusive jurisdiction of the English Courts.



LONDON LEGACY DEVELOPMENT CORPORATION

AND

STRATFORD GARDEN DEVELOPMENT LIMITED

SMALL HIRE AGREEMENT



THIS AGREEMENT is made on

10.12.2019

Date

BETWEEN LONDON LEGACY DEVELOPMENT CORPORATION a Mayoral Development Corporation located at Level 10, 1 Stratford Place, Montfichet Road, London E20 1EJ (the "LLDC"), And **THE HIRER** whose name and address is set out in section 1 of the **Hiring Details** in Part A below

In consideration of you paying the **Facility Fee** and any **Additional Costs**, the LLDC grants you the right to use the **Permitted Area** of the **Property** solely for the purposes of the **Function** and agrees to provide you with the **Services** (if any) specified in the **Hiring Details** on the terms and conditions of this Agreement. (Each of the words in bold is defined in the **Standard Terms** set out in Part B.) This Agreement consists of both Part A (Hiring Details) and Part B (Standard Terms).

**London Legacy Development Corporation
Booking Confirmation and Hire Agreement
Part A – Hiring Details**

1. Hirer	Stratford Garden Development Limited
2. Address of Hirer	Suite 1, 3rd Floor, 11-12 St James's Square, London, SW1Y 4LB
3. Date of the event, incl. Event times	12-20 December 2019 inclusive
4. Details of the Event	Facade mock up
5. Details of any event infrastructure e.g. marquees, stages etc	TBC
6. LLDC's Event Manager	
7. Hirer's Event Manager	
8. Maximum number of visitors	TBC
9. Event entry	NA
10. Permitted area(s)	The property known as Part B of Plot A Pudding Mill Lane, Stratford, E15 2NQ as shown edged blue on the attached plan. (Schedule 3) The demised area comprises a hard standing secure compound extending to approximately 70,227 sq ft. Approximate access route is demised by the area edged red on the attached plan (Schedule 3)
11. Access and Egress Routes	An approximate access/egress route will be defined from the entrance of the site to the demise. Please refer to the Red Line on Schedule 3, which is subject to change based on the exact location of UKPN boreholes.
12. Description of Services provided by LLDC	NA
13. Facility fee	£22,000 + VAT
14. Additional costs (if any)	£167 + VAT to be paid for the removal of blocks at the site entrance. £167 + VAT to be paid for the reinstatement of blocks at the site entrance.
15. Deposit	NA

16. Repairs	The Hirer is to return the property in no worse condition than taken at the start of the term.
17. Security	The Tenant will be responsible for the security of the demise during the period of occupation. 24 hour security will be required during the period of letting.
18. Insurance	Public Liability - £5 million minimum per incident required
19. Confidentiality	The tenant will keep the particulars of this Agreement confidential and will not share or make in announcements in respect of this agreement without the prior consent of the LLDC.
20. Additional Information	LLDC's contractors will require access to the demise in order to monitor their borehole during the period of letting (approximately marked on Schedule 3 with an 'X'). This area will be fenced off.
21. Plan attached	Yes (Schedule 1)

Schedule of Charges

Facility Fee:	£ 22,000 + VAT
Additional charges (detail):	£334 + VAT
a) Removal of blocks (£167 + VAT)	
b) Reinstatement of blocks (£167 + VAT)	
TOTAL COST	£22,334 + VAT
PAYABLE	£26,800.80


This is an important legal document which when signed by both parties will create legal rights and obligations between the LLDC and you. The LLDC's staff can help you with any questions you may have however they cannot give you legal advice. The LLDC recommends that you obtain your own independent legal advice from a solicitor before you sign this document.


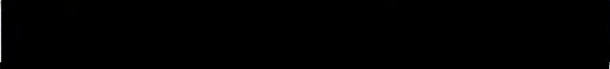


LLDC will provide services to the Hirer as set out in term 10 and 12. The Hirer will be notified when payment is received and also if payment has not been received by the agreed due date. LLDC will not provide services to the hirer if full payment has not been received by the Hirer by the event date.

Signed by:  _____
 on behalf of the LLDC

Name:	
Job Title:	Senior Asset and Estate Manager
Tel No:	
Fax No:	n/a
Email:	 @londonlegacy.co.uk

I, the Hirer, agree to be bound by the terms and conditions of this agreement.

Signed by:  _____
 As duly authorised signatory for and on behalf of the HIRER

Name:	
Job Title:	
Tel No:	
Fax No:	—
Email:	 @MSG.COM.

Part B - Standard Hire Terms and Conditions (small events)

In consideration of you paying the **Facility Fee** and any **Additional Costs**, the London Legacy Development Corporation ('LLDC') of Level 10, 1 Stratford Place, Montfichet Road, London, E20 1EJ, grants you the right to use the **Permitted Area** of the **Property** solely for the purposes of the **Event** and agrees to provide you with the **Services** (if any) specified in the **Hiring Details** on the terms and conditions of this Agreement. This Agreement consists of both Part A (Hiring Details) and Part B (Standard Terms)

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

The following words and expressions shall have the following meanings:

"Access and Egress Routes" means the areas within the Park outside of the Permitted Area that during the Hiring Period the Hirer needs, in relation to its rights and obligations hereunder, to use as access and egress routes to and from the Permitted Area, including to drive on or over, to place vehicles or infrastructure on, and/or to instruct the public to use as access or egress routes to and from the Permitted Area. The Access and Egress Routes are as set out in section 11 of Part A of this Hire Agreement. For the avoidance of doubt, all access and egress routes as per this definition will be within the Property;

"Additional Costs" means the sum set out in section 14 of the Hiring Details;

"Agreement" means Part A and Part B, and in the event of any conflict between Part A and Part B, Part B shall prevail;

"Deposit" means the sum set out in section 15 of the Hiring Details;

"Event" means the Event referred to in sections 3 and 4 of the Hiring Details;

"Event Management Plan" means the detailed plan setting out all matters relating to the Events(s) compiled by the Hirer (as amended and updated from time to time) which shall include as a minimum:

- a) The timetable of Event(s);
- b) A plan of the Permitted Area;
- c) Independently prepared risk assessments and method statements;
- d) Copies of insurance cover;
- e) Plans relating to stewarding, marshalling and crowd management;
- f) A traffic and transport plan;
- g) Full details of any subcontractor, suppliers, consultant or other third parties engaged by the Hirer in relation to the Events(s) and confirmation of their engagement;
- h) Emergency and contingency plans;
- i) Contact lists for key personnel;
- j) Compliance with LLDC Policies;
- k) Food safety certifications and inspection of services records;
- l) Spectator management and health and safety documentation;
- m) Details on how the Hirer will mitigate against Fair Wear and Tear;
- n) All other information reasonably requested by the LLDC to enable it to ensure that the Hirer is complying fully with its obligations pursuant to this Agreement.

"Event Manager" means the person You nominate to be responsible for all aspects of the Event whose details are set out in section 7 of the Hiring Details;

"Event Staff" means any and all of Your employees, contractors (including but not limited to Third Party Contractors), sub-contractors, agents and suppliers and any one else directly or indirectly associated with the Event (other than the LLDC's staff);

"Fabric" means the natural and built infrastructure of the Park including but not only, the turf, grass, flowerbeds, trees, water bodies, buildings, roads, footpaths, monuments, furniture and fittings (lampposts, gates, fences, bins, benches and similar);

"Facility Fee" means the sum set out in section 13 of the Hiring Details being the fee for the use of the Property for the Event;

"Fair Wear and Tear" means any compaction or damage to the Fabric that could reasonably be expected as a result of holding the Event(s) in the Park in accordance with the terms and conditions of this Agreement;

"Hire Pack" means the pack of information including details of licences and guidelines give to you by the LLDC.

"Hiring Details" means those details of the Event, the Hirer and terms of contract set out in Part A of this Agreement;

"Hiring Period" means the period of time as stated in section 3 of the Hiring Details during which the LLDC grants You the right to use the Permitted Area and to provide You with the Services (if any);

"LLDC Co-ordinator" means the person nominated by the LLDC whose details are set out in section 6 of the Hiring Details

"Material Damage" means any damage to the Fabric other than Fair Wear and Tear, including but without limitation; fire damage, oil or chemical spills, any damage whatsoever to flowerbeds, trees, water bodies, buildings, roads, footpaths, monuments and furniture and fittings (lampposts, gates, fences, bins, benches and similar);

“Noisy Working Hours” means 8am to 6pm Mondays to Fridays and 9am to 1pm on Saturdays unless otherwise agreed by the Parties, subject always to any licensing or permit restrictions.

“Olympic Movement” includes the British Olympic Association, the International Olympic Committee, other National Olympic Committees, the London Organising Committee of the Olympic Games and any other organising committee of Olympic Games, any Olympic team, and any other person or entity who is recognised by or required to comply with the Olympic Charter (as published by the International Olympic Committee from time to time).

“Permitted Area” means that part of the Property (including the contents of that part of the Property) identified in section 10 of the Hiring Details;

“Property” means Queen Elizabeth Olympic Park;

“Reinstatement Bond” means the amount listed in section 19 of the Hiring Details.

“Services” means those services (if any) to be provided by the LLDC as set out in section 12 of the Hiring Details;

“Standard Terms” means the terms and conditions for use of the Permitted Area for the Event set out in this Part B which form an integral part of this Agreement;

“Third Party Contractor” means a third party contractor, sub-contractor, supplier, consultant, sub-consultant, licensee, sponsor and concessionaire or other third party it engaged in relation to the Event

“Visitors” means the people that attend the Event; and

“You” means the Hirer and **“Your”** has a corresponding meaning.

2. FEES AND CHARGING

- 2.1 You must pay the following fee plus Value Added Tax (VAT) (if chargeable):
- 2.1.1 the Deposit at the time of signing this Agreement; and
- 2.1.2 the Facility Fee (less the amount of the Deposit) and any Additional Costs within 30 days of receipt of an invoice/prior to your event whichever is the earlier, and the LLDC reserves the right to require full or part payment in advance of the Additional Costs not covered by the Facility Fee.
- 2.2 If the Event runs beyond the time specified in section 3 of the Hiring Details an additional charge may be made at the LLDC's discretion.
- 2.3 The LLDC reserves the right to charge You interest on any overdue amount on a daily basis at the rate of 3% above the base rate of the Bank of England in force from time to time which the Parties agree shall be a sufficiently substantial remedy for the purposes of the Late Payment of Commercial Debts (Interest) Act 1998.
- 2.4 You are not entitled to charge Visitors for the Event, unless otherwise agreed to in writing by the LLDC.

3. EVENT PARTICULARS

- 3.1 You must not exceed the maximum number of Visitors as specified in Section 8 of the Hiring Details at any time during the Event unless agreed in writing with LLDC.
- 3.2 You should take all reasonable steps to ensure that nothing is done on the Property by You, Event Staff, Visitors or Third Party Contractors which in the reasonable opinion of the LLDC is obscene, unlawful, illegal or immoral or which is harmful to the reputation of the LLDC.
- 3.3 You should take all reasonable steps to ensure that amplified music and public announcements do not cause a nuisance to any nearby residents or occupiers of any buildings on the perimeter of the Property in accordance with the LLDC's Premises Licenses and ensure that any works carried on within the Site are not audible outside of the Park other than during the Noisy Working Hours;
- 3.4 You should provide all infrastructure and equipment necessary for the Event (excluding that to be provided by LLDC under Section 12 of the Hiring Details) and all infrastructure and equipment within the Permitted Area shall be at Your risk. The LLDC shall have no liability for any loss of or damage to any infrastructure or equipment, unless such loss or damage was caused or contributed to by any act or omission of the LLDC.
- 3.5 You should discharge Your obligations under this Agreement with all due skill, care and diligence including in accordance with good industry practice and with Your own internal procedures and all Your obligations pursuant to the Agreement shall be performed and rendered by appropriately experienced, qualified and trained Event Staff and Third Party Contractors with all due skill, care and diligence.
- 3.6 You should ensure that there will be no pyrotechnics or special effects permitted as part of the Event unless specifically approved by the LLDC.
- 3.7. You should produce and provide to LLDC for its assurance an Event Management Plan and/or any other documentation as requested by your LLDC Events Manager no later than 28 days prior to the first Build Up Commencement Date for assurance unless otherwise agreed with LLDC.
- 3.8 You must ensure that adequate provision is made within the Permitted Area during the Event for disabled users and that during the Event, the Permitted Area is compliant with the Equalities Act 2010.

4. INSURANCE

- 4.1 You must maintain public liability insurance, with a reputable insurer, for the minimum amount specified in section 18 of the Hiring Details for each and every claim or series of claims arising out of any one occurrence and the LLDC reserves the right to require you to effect the required policies of insurance in the joint names of Yourself and the LLDC or to have an indemnity to Principals clause and the right to stipulate special insurance requirements as may be appropriate in all the circumstances.
- 4.2 If You engage a Third Party Contractor to carry out activities at the Property then You shall ensure that the Third Party Contractor has sufficient insurance cover with a reputable insurer to cover its potential liabilities in relation to its activities at the Property.
- 4.3 You must provide satisfactory evidence of compliance with the insurance obligations set out in clauses 4.1 and 4.2 at least 14 days in advance of the Event (or otherwise agreed), by providing the LLDC with copies of current certificates or cover notes.
- 4.4 You must inform the LLDC if there are any changes proposed to Your insurance cover provided in clause 4.1.

5. INDEMNITY/LIABILITY

- 5.1 You undertake and agrees that you will indemnify and hold the LLDC and its officers, employees and agents harmless from and against all costs and expenses (including reasonable legal costs), actions, proceedings, claims, demands and damage arising directly or indirectly from Your use of the Permitted Area (except to the extent it is caused or contributed by the negligence or default of the LLDC) including but not limited to:
 - 5.1.1 the full cost of repairing any damage to or replacing any breakages or lost items from the Property or any of its buildings, fixtures, fittings or contents arising out of the Event;
 - 5.1.2 all losses, damages or expenses suffered by the LLDC as a result of Your behaviour or conduct or that of Event Staff, Visitors, Third Party Contractors or any other person You invite onto the Property;
 - 5.1.3 any civil or criminal liability, costs, claims or expenses which arise directly or indirectly out of the Event or as a direct or indirect consequence of any breach by You of the provisions of this Agreement;
 - 5.1.4 death or personal injury to any person caused by You, Event Staff or Third Party Contractors' negligence; and
 - 5.1.5 any fraudulent misrepresentation.
- 5.2 For the avoidance of doubt, You acknowledge that the LLDC, its employees or agents shall not be liable for:
 - 5.2.1 any damage, loss, delay or expense incurred by You, the Event Staff, Visitors or any other person connected with the Event, except for death or personal injury resulting from proven negligence of LLDC, its employees or agents;
 - 5.2.2 damage, theft or loss of any property, goods, articles, possessions, objects or similar things used, kept or left at the Property.

6. CONSENTS AND OTHER LICENCES

- 6.1 You must obtain, and/or ensure that any Third Party Contractor obtains, all permits or consents necessary for the Event to lawfully take place and You must comply, and/or ensure that any Third Party Contractor complies, with any conditions imposed by such licences, permits, rates or consents. You are responsible for any liability that arises directly or indirectly as a result of any non-compliance with or breach of such conditions.
- 6.2 You must provide the LLDC with copies of any permits or consents required before the Event upon request from the LLDC.
- 6.3 If the LLDC consents to You serving or selling alcoholic beverages at the Event, You agree to comply with all relevant alcohol licensing legislation and the Premises Licence for the Property in relation to you serving alcoholic beverages at the Event. If for any reason You believe You and/or a member of the Event Staff might be in breach of any alcohol licensing legislation and/or the liquor licence, You must contact the LLDC Co-ordinator immediately.
- 6.4 You must comply with the Premises Licence for the Property in relation to any licensable activity permitted under the Licence. All licensable activity shall be listed in item 4 of the Hiring Details.
- 6.5 You agree that You fully understand and accept Your responsibilities under all relevant alcohol licensing legislation and the liquor licence for the Property and You agree to indemnify the LLDC for any losses or liabilities it may suffer as a result of You and/or the Event Staff failing to comply with each of your respective responsibilities under any relevant alcohol licensing legislation and/or the liquor licence for the Property.
- 6.6 You agree You will comply with all licences and guidelines listed in the Hire Pack.
- 6.7 You agree that You will obtain at your own expense any necessary licence from PRS and PPL if it is required for your event.
- 6.8 The Hirer confirms that it waives its Showman's Guild rights to the Site and to the Park in respect of the Event(s). The Hirer gives its consent for any funfair/contractor/business to provide rides/amusements to the LLDC, the Site and to the Park either in respect of the Term or in the future, without any consultation with the Hirer or the Showman's Guild.

7. EVENT CO-ORDINATION

- 7.1 Your Event Manager must be available at all reasonable times during the Event.
- 7.2 You are responsible for ensuring that all Event Staff are aware of the provisions of this Agreement, comply fully with them and follow the reasonable and lawful instructions of the LLDC (whether acting through the LLDC Co-ordinator or otherwise).

8. DAMAGE TO THE PROPERTY

- 8.1 You must ensure that there is no damage to any part of the Property. If any damage is caused to the Property as a result of Your Event(s), You shall be liable to fully compensate the LLDC for any damage.
- 8.2 If any loss or damage to the Property occurs during the use of the Property for the Event (including during the preparation for and cleaning up after the Event), You must immediately report this to the LLDC and You will be liable to fully compensate the LLDC for the damage caused. The LLDC will undertake the repairs itself and will charge You for all costs incurred, including the cost of specialist craftspeople or consultants.

9. SECURITY

- 9.1 You must provide and adopt at Your own cost such security measures as may be necessary or advisable for the protection, safety and security of the Property and its contents, Visitors, Event Staff and their possessions within the Event Period.
- 9.2 You must seek the LLDC's prior assurance of the security measures You plan to adopt and You must make such changes to Your proposed security measures as the LLDC may reasonably require. If requested, You must provide the LLDC with the following before the Event:
 - 9.2.1 the names of all Event Staff and their estimated arrival and departure times;
 - 9.2.2 details of any deliveries or collections to the Property for the Event and any access requirements; and
 - 9.2.3 any other relevant information.
- 9.3 Event Staff must carry identification at all times when at the Property and may be required to produce it to an LLDC representative on request. Visitors may, if reasonably required by the LLDC, be required to wear identification as a Guest at the Event. Failure to produce identification satisfactory to the LLDC will entitle the LLDC to remove a person from the Property.
- 9.4 The LLDC reserves the right (acting reasonably through the LLDC Co-ordinator):
 - 9.4.1 to refuse to allow anyone or anything to enter or remain on-site if it considers there to be a risk to people or the Property, or the likelihood of nuisance being caused; and
 - 9.4.2 to stop and search any Event Staff or Guest entering or leaving or otherwise using the Property.
- 9.5 You must prevent any member of the public (who is not Event Staff or a Third Party Contractor) from entering the Permitted Area outside of event times during the Hiring Period and You must keep the Permitted Area secure outside of the event times to prevent public access (eg during build and derig).
- 9.6 throughout the Event(s), at the Permitted Area, on Access and Egress Routes and during transition from transport hubs to the Park, keep order, maintain Visitor and Event Staff safety and provide relevant information and advice to the public;
- 9.7 If You do not comply with the obligations in this clause 9 to the LLDC's satisfaction, the LLDC may provide the security it thinks is necessary and charge You for any costs and expenses it incurs in so doing, which You agree to pay on demand.
- 9.8 You must provide all vehicular details in advance to LLDC as requested and provide suitable staff to manage vehicle access and movement on the site in line with the venues site rules.

10. HEALTH, SAFETY, ENVIRONMENT AND FOOD HYGIENE COMPLIANCE

- 10.1 At all times throughout this Agreement, You must acquaint Yourself with and comply with, and ensure that all Event Staff and Third Party Contractors acquaint themselves with and comply with:
 - 10.1.1 health and safety legislation and relevant industry standards;
 - 10.1.2 all LLDC health, safety, fire and environmental requirements, codes of practice and guidance as notified in writing by the LLDC or on the LLDC website;
 - 10.1.3 any external users guidance notes, including the submission of a detailed risk assessment for the Event; and
 - 10.1.4 food hygiene legislation and relevant industry standards at all times.
- 10.2 You must ensure that emergency exit routes are kept clear at all times and in the event of an emergency evacuation You, all Event Staff and Visitors shall:
 - 10.2.1 evacuate the Permitted Area or Property immediately using the designated fire routes; and
 - 10.2.2 on leaving the Permitted Area or Property, make their way to the assembly point.

11. CATERING

- 11.1 You will let the LLDC know about proposed catering for the Permitted Area, which will be subject to LLDC approval. You will be responsible for the costs of all catering services and any other food and beverage providers.
- 11.2 You will provide all Health and Safety documentation including the necessary Food Questionnaire to the Local Authority no later than 28 days prior to your event.

12. CLEARING UP AND CLEANING UP

- 12.1 You shall minimise waste in the exercise of Your rights and performance of Your obligations under this Agreement (and comply with all applicable legislation and Bye Laws in relation to waste) and upon completion of the Event, You shall remove any unused materials and all rubbish and leave the Property in a neat and tidy condition. As much waste as is reasonably possible shall be recycled
- 12.2 Any equipment used for the Event not supplied by the LLDC must be removed within the agreed day(s)/times specified in section 3 of the Hiring Details. If You do not comply with these obligations, the LLDC may move or remove such equipment and charge You any costs and expenses it incurs in doing so, which You agree to pay on demand.
- 12.3 You are responsible, unless agreed with the LLDC otherwise in writing, for removing all litter or waste resulting from the Event by the Access End time given in section 3. If You do not comply with this obligation to the LLDC's satisfaction, the LLDC may remove the litter or waste and charge You for any costs and expenses it incurs in so doing, which You agree to pay on demand.

13. CANCELLATION

- 13.1 If You cancel the hiring of the Permitted Area pursuant to this Agreement, You will remain liable for any costs the LLDC may have incurred or incurs as a consequence of such cancellation and all costs which the LLDC has incurred in anticipation of You completing this Agreement. The LLDC may, in its absolute discretion, waive or reduce the monies recoverable under this clause 13.1 and nothing in this clause will prevent the LLDC claiming incurred costs for cancelling the hiring of the Permitted Area.
- 13.2 The LLDC may cancel this Agreement at any time by immediate written notice to You if You:
 - 13.2.1 are in material breach of any of the terms of this Agreement and You fail to remedy such breach (if capable of remedy) within such reasonable period as the LLDC specifies by written notice to You;
 - 13.2.2 cease to carry on business or enter into receivership, administration or liquidation (except for the purposes of amalgamation or solvent reconstruction) or become or are declared insolvent;
 - 13.2.3 are in breach of Clause 3.1;
 - 13.2.4 endanger public order or the health and safety of any person; or
 - 13.2.5 cause material damage to property, including the Permitted Area, Property or other property under the control of the LLDC.and in such circumstances LLDC may claim the costs incurred by the LLDC as a result of this Agreement. Nothing in this clause 13.2 shall prevent the LLDC claiming damages for breach of contract.
- 13.3 The LLDC reserves the right to cancel this Agreement if the LLDC considers the Event to be offensive to a reasonable person or likely to endanger people or the Property or is otherwise likely to adversely affect the image, standing or reputation of the LLDC. If the LLDC cancels this Agreement pursuant to this clause 13.3 then the LLDC shall refund the Deposit to You in full if the Event has not commenced. If the Event has commenced, the LLDC may refund part or all of the Deposit to you at its discretion and seek that You pay part or all of the Facility Fee and Additional Costs to LLDC. In either event, the LLDC shall have no other liability to You in respect of the cancellation under this clause.
- 13.4 The LLDC reserves the right to reschedule the time and/or date of your event at 28 days' notice due to changes in the Football Schedule.

14. STATUS OF THIS AGREEMENT

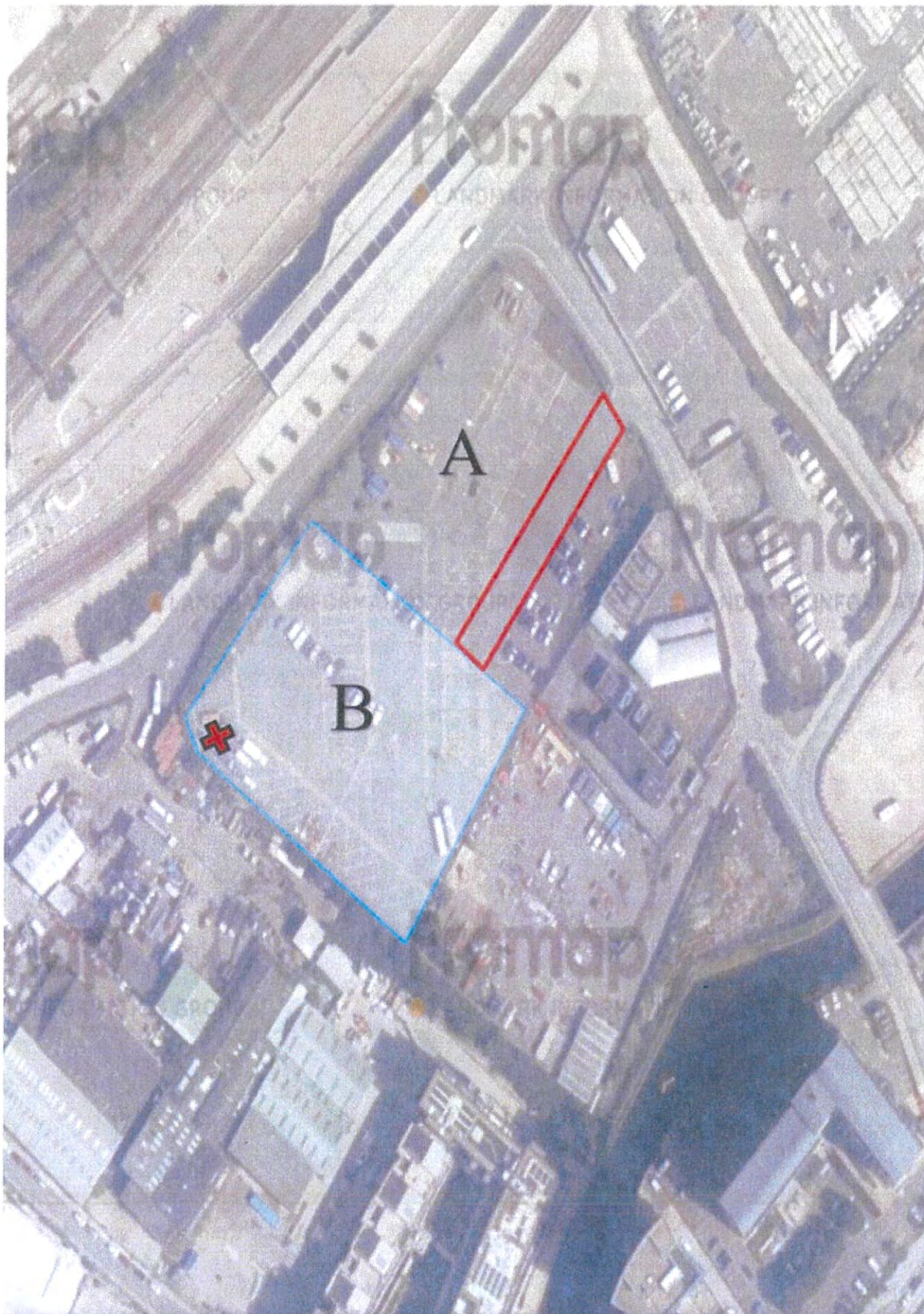
- 14.1 This Agreement does not create any partnership, agency, or employment relationship between You and the LLDC nor the relationship of landlord and tenant.
- 14.2 No legal or equitable interest in the Property or any other right is created by this Agreement other than as expressly provided in this Agreement and You must respect the LLDC's use and continued occupation of the Property and must not enter any part of the Property other than the Permitted Area. Nothing in this Agreement grants You the right to exclusive possession of the Property or any part or the right to exclude the LLDC from the Property.

15. ASSIGNMENT AND THIRD PARTY CONTRACTORS

- 15.1 You may not assign, sub-contract or transfer this Agreement or any of Your rights or obligations without the prior written consent of the LLDC. Such consent shall not relieve You from any liability or obligation under this Agreement and you shall be responsible for the acts, omissions, defaults or negligence of your sub-contractors, agents or servants as fully as if they were acts, omissions, defaults or negligence of Yourself.
- 15.2 The LLDC may assign all or any of its rights and obligations under this Agreement to any company which would (if the LLDC were a company) be a subsidiary of the LLDC.
- 15.3 Without limiting the generality of clause 15.1 above, the LLDC acknowledges that You have engaged the Third Party Contractors named in section 17 of the Hiring Details in relation to the activities referred to in that section and You agree to be responsible for the acts, omissions, defaults or negligence of the Third Party Contractors as fully as if they were acts, omissions, defaults or negligence of Yourself.

- 16. FORCE MAJEURE**
- 16.1 If either You or the LLDC are prevented from complying with Your respective obligations under this Agreement by reason of a force majeure event, such event of force majeure shall not be deemed to be a breach of this Agreement. In such circumstance, the LLDC and You agree, without prejudice to other remedies, to discuss in good faith how to resolve any resulting problems.
- 16.2 Each party agrees to take all reasonable action to mitigate any disruption caused by a force majeure event.
- 16.3 For the purpose of this clause 16, a force majeure event shall mean any circumstance beyond the reasonable control of a party which renders the continued satisfaction of that party's obligations under this Agreement illegal or impossible, including, but not limited to, fire, flood (including flooding anywhere in the Permitted Area), Act of God, riot, civil disturbance, industrial dispute (not directly involving either party), war or sabotage, the demise of a member of the Royal Family such that it would require cancellation of an Event in whole or in part for the avoidance of doubt this includes the reigning monarch and her/his spouse and equivalent circumstances which the Party concerned could not be reasonably expected to foresee or provide for in advance.
- 17. ENTIRE AGREEMENT**
- 17.1 This Agreement contains the entire understanding of the LLDC and You with regard to its subject matter and supersedes all prior arrangements, understanding and agreement (whether written or oral) between You and LLDC.
- 17.2 No amendment or variation of this Agreement shall be effective unless in writing and signed by the duly authorised representatives of the LLDC and You.
- 18. FREEDOM OF INFORMATION**
- You acknowledge that the LLDC is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and shall as far as is reasonably possible assist and co-operate with the LLDC (at Your expense) to enable the LLDC to comply with the requirements of this legislation in relation to any information relating to You, the Event and/or this Agreement.
- 19. MARKETING**
- 19.1 You shall only use the name of Queen Elizabeth Olympic Park and the Park Logo for the promotion of the Event and subject to the prior approval of the LLDC and in accordance with this Agreement and You acknowledge that You have no rights other than as granted under this Agreement in connection with such intellectual property.
- 19.2 You grant the LLDC access without charge to and make available in any form reasonably specified by the LLDC without charge any photographs, films and broadcasts produced by, or under licence of, You in connection with the Event for use for internal and LLDC promotional purposes only.
- 19.3 You, your Event Staff and any Third Party Contractors shall not undertake any activity, commercial or non-commercial, which makes or implies a direct or indirect association with the Olympic Movement and its goods, services and activities generally, without the authorisation of the British Olympic Association or the International Olympic Committee (as appropriate).
- 20. CONFIDENTIALITY**
- 20.1 You shall:
- 20.1.1 keep confidential all Confidential Information;
- 20.1.2 take appropriate steps to safeguard all Confidential Information within Your control belonging to LLDC;
- 20.1.3 not, without the LLDC's prior written consent, disclose the Confidential Information in whole or in part to any other person save those of its directors, employees, agents, professional advisers, suppliers, contractors, consultants and subcontractors involved in the implementation of this Agreement provided in all cases that they have a need to know the same and provided that in disclosing information under this clause You shall disclose only the information which is necessary for the purpose concerned and requires that the information is treated in confidence and that a confidentiality undertaking is given where appropriate; and
- 20.1.4 use the Confidential Information solely in connection with the exercise of rights and/or the performance of obligations under this Agreement and not otherwise for its own benefit or the benefit of any third party.
- 20.2 The provisions of clause 20.1 shall not apply to the whole or any part of the Confidential Information that can be shown by You to be:
- 20.2.1 disclosed as a requirement of law or any regulatory body to whose rule You are subject;
- 20.2.2 required for the examination and certification of Your accounts by external professional advisors;
- 20.2.3 known to the You prior to the date of this Agreement otherwise than as a result of being obtained directly or indirectly from LLDC;
- 20.2.4 obtained from a third party who lawfully possessed such Confidential Information and which has not been obtained in a breach of a duty of confidence owed to the LLDC by any reason;
- 20.2.5 in the public domain other than as a result of a breach of a duty of confidence owed to LLDC by any person;
- 20.3 The provisions of this clause 20 shall survive expiry or termination of this Agreement for any reason.

- 21. SEVERABILITY**
The invalidity or partial invalidity of any provision of this Agreement shall not prejudice or affect the remainder of this Agreement which shall continue in full force and effect.
- 22. COUNTERPARTS**
This Agreement may be executed in any number of documents or counterparts each in the like form, all of which when taken together shall constitute one and the same document.
- 23. THIRD PARTY RIGHTS**
Nothing in this Agreement grants any rights to any person who is not a party to this Agreement and the provisions of the Contracts (Rights of Third Parties) Act 1999 are hereby excluded.
- 24. RULES**
The LLDC may make any rules concerning Your use of the Permitted Area and to elaborate upon any provision in this Agreement. Provided that any such rules are notified to You in writing and are not inconsistent with the terms of this Agreement, You must abide by such rules as if they were contained in this Agreement and agreed to by You. The LLDC Co-ordinator may issue rules on behalf of the LLDC.
- 25. LAW**
This Agreement shall be subject to the law of England and Wales and the LLDC and You agree to submit to the exclusive jurisdiction of the English Courts.



Client: MSG

Responsible contractor: Seele

Seele

Task Specific Method Statement

Document number - 8524-MS-101

The Sphere Mock Up Installation



December 2019

Revision	Prepared by	Date	Approved by
00		09-12-2019	

Access

Access to the Mock Up installation area is via the entrance on pudding mill lane.



Location of mock up erection.

seele Communications and Contact Details

Company	Position	Name	Telephone
Seele			
	Senior Supervisor		
Emergency Services	Police / Fire / Ambulance		999

Emergency Arrangements

- All the above Seele Ltd mobile numbers are contactable emergency contact numbers.

Accident Reporting

All accidents however minor must be reported to the seele site manager

First Aid

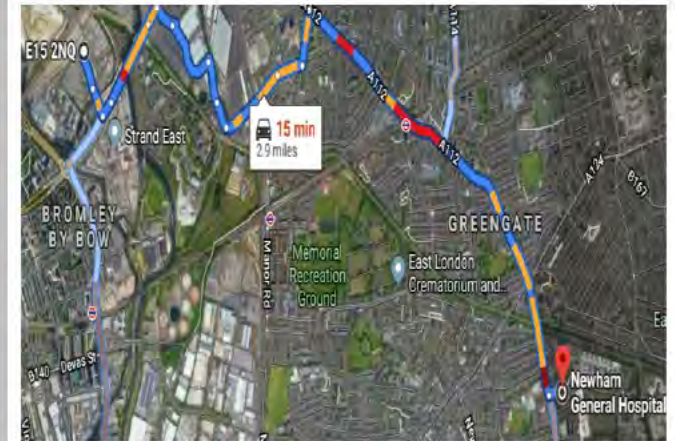
First Aid box in tool box

Evacuation

Evacuation procedures as advised in Client Site Induction

Nearest Hospital Details

Newham General Hospital
 Glen Road
 Plaistow, London
 E13 8RU
 Tel: 02074764000



Welfare

Use of client toilets only

Additional Notes

- No smoking or vaping on site except in designated areas
- No radios allowed on site
- No drinking or eating on site, drinking water is allowed.

Amendments

- Any Amendments/adaptions to this method statement should only be carried out by [redacted]

Location of Work & Timing

- **LLDC Plot A, Pudding Mill Lane, London E15 2NQ**
- Dates – 14th/16th/17th/18th December 2019
- Working Hours – 8am to 8pm

Scope of Work

The purpose of this method statement is to detail the steps involved with installation of the Sphere Mock up, This consists of the installation of the following activities,

- Off loading of 4 number frames from Lorry
- Assembly of above frames
- Lifting of mock up for viewing purposes.
- Dismantle and loading on lorry for removal from site.

The contents of this method statement will be briefed out to the work force prior to carrying out the works.

Sequence of Work

Pre Start Requirements

- Client to provide brief site induction
- Client to provide clear access onto the land for mobile crane and articulated lorry. (Concrete barriers in front of gate need to be removed for access)

Off Loading and Assembly – 14th December 2019

- The crane will arrive onsite and will be guided into position by the lift supervisor / slinger. Taking care not to drive over any manhole covers.
- The driver will set up and erect the crane as detailed in the lifting plan and carry out pre use checks.
- Lorry will be guided into the site by slinger into reach of crane.
- The driver will unstrap the loads to be lifted.
- Slinger will connect lifting equipment to the frame sections as detailed in the lifting plan and off load the four sections on to the ground, Frame A will be landed in the correct location.
- The lorry will leave the site.
- The slinger will connect lifting equipment to frame B and place in to the correct location, installers will bolt it to Frame A using fixings as shown on the drawings.
- The slinger will connect lifting equipment to frame C and place in to the correct location, installers will bolt it to Frame A using fixings as shown on the drawings.

- The slinger will connect lifting equipment to frame D and place on top of frame A, installers will bolt it to Frame A using fixings as shown on the drawings.

Lifting of Mock up for viewing on 16th, 17th, 18th December 2019

- The crane driver will erect crane in the correct location and carry out pre use checks.
- The slinger will connect the lifting equipment to the top of the frame as detailed in the lifting plan with tag lines.
- The driver will raise the load 15m in elevation and slinger and operative at ground level will control the load with tag lines.
- The load will remain elevated for 2 hours for client viewing and will then be lowered back to the ground and lifting equipment detached.
- The crane will be derigged and will remain on the site over night on each day.

Dismantle / Removal 18th December 2019

- The collection lorry will arrive on site at 6pm and will be guided in to position by the slinger.
- The lifting equipment will be connected to Frame D and operatives will unbolt it from Frame A.
- Frame D will be landed on to the lorry and will be secured with straps by the driver and then lifting equipment removed.
- The same process will be followed for removal and loading of Frames A/B/C.
- On completion the lorry will be guided out of the site and will proceed to the storage yard.
- The Crane driver will de-rig the crane and will leave site.
- Seele Supervisor will clear any seele materials / fixings and will leave the site.

Logistics

Deliveries

Small van – seele installers
Lorry with mock up – Delivery / Collection
Mobile Crane

Exclusion Zones / Edge protection

Client to provide vehicle/ pedestrian segregation.

Plant & Equipment

- Mobile Crane
- Hop up
- Lifting Equipment with Crane
- Handtools

COSHH

- NA

Permits

- Client to provide confirmation ground suitable to load with crane.

Personal Protective Equipment following to be worn as minimum

- Hard Hats EN397
- Hi Visibility Vest EN471
- Safety foot wear to EN345 with Toe+ Midsole protection
- Protective Gloves to EN 420 & EN 374
- Safety glasses EN 166

Training

- CSCS training minimum
- SSSTS – Supervisor
- CPCS – Crane driver / slinger / Lift Supervisor

Environmental

N/A

Technical Information

Drawings attached.

Resources

The workforce required for the planned work is stated below (but not limited to)

- 1 Supervisor
- 1 slinger / lift supervisor
- 1 crane driver
- 1 Operative

Project Risk Assessment for:

Project Number:	8524	Project Title:	Pudding Mill Lane	Document No:	8524-MS-101
Project Address:	LLDC Plot A, Pudding Mill Lane, London E15 2NQ				

This risk assessment provides a summary of the anticipated hazards, control measures and actions, expected and required, during the works noted above.
References to safe systems of work can be found in the seele health & safety manual.

Assessment Criteria

Safety Manual D	Hazard	Risk	Those at Risk	Risk Rating before controls			Control Measures	Residual Risk with Controls				Further Action Required			
				S	L	RR		S	L	RR	Action Required	by Whom	by When	Completed	

1.0 GENERAL - also refer to seele health & safety manual sections 1.1 to 1.3

1.1 - 1.3	Ignorance of Responsibilities and Duties. Lack of Training. Not understanding General Site Conditions. Site Plant and Equipment. Site Security. Leptospirosis.	injury or death through negligence or misunderstanding of the hazards present in the construction process.	operatives	✓	5	3	15	<ul style="list-style-type: none"> ensure everyone undergoes the seele company induction and that everyone understands their employer's duties and their own personal duties and responsibilities as an employee. ensure everyone attends the Site Specific Induction. ensure all operatives are competent to carry out the tasks required of them. 	5	2	10	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓								Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			public	✓											

2.0 PERSONAL WELFARE - also refer to seele health & safety manual sections 2.1 to 2.12

2.1 - 2.12	Incorrect use of PPE. Excessive Noise. Excessive Vibration Hazardous Materials. Climatic conditions. Alcohol and Drug Abuse.	injury, long term illness or death due to not adopting safe working practices and the wilful misconduct of individuals.	operatives	✓	4	3	12	<ul style="list-style-type: none"> ensure that appropriate PPE is issued and worn correctly. monitor noise levels and action where safe levels are exceeded. monitor HAVS and limit the operation of relevant plant and equipment to the safe periods of use. avoid working in dusty locations and be aware of noxious fumes. do not work under the influence of Alcohol or Drugs. 	4	1	4	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓								Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			public	✓											

Safety Manual D	Hazard	Risk	Those at Risk	Risk Rating before controls			Control Measures	Residual Risk with Controls			Further Action Required			
				S	L	RR		S	L	RR	Action Required	by Whom	by When	Completed

3.0 – ACCIDENTS AND INCIDENTS – refer to seele health & safety manual sections 3.1 to 3.4

3.1 - 3.4	Causes of Accidents. Lack of First Aid facilities. Not carrying out regular Inspections and Consultations. Not Reporting or Investigating.	injury or death due to a lack of understanding, insufficient First Aid facilities. Accidents may not be prevented through lack of Inspections or Consultation. Accidents and Incidents may reoccur without reporting and investigation.	operatives	✓	5	3	15	<ul style="list-style-type: none"> ensure operatives understand the causes of accidents. ensure sufficient First Aid facilities are available. carry out regular safety inspections. ensure thorough investigations are carried out when an incident or accident occurs. ensure all findings from inspections, reports and investigations are communicated to all operatives to prevent reoccurrences. 	5	2	10	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓								public	✓	Tool Box Talk No: 3.1/4	Site Supervisor

4.0 – LOGISTICS – refer to seele health & safety manual sections 4.1 to 4.8

4.1	Slips, Trips and Falls	injury such as bruising or fractures if people trip over objects and debris or slip on spillages and fall.	operatives	✓	3	4	12	<ul style="list-style-type: none"> only use designated access routes for pedestrian and vehicular access. only store materials in designated areas and cordon-off where necessary to prevent unauthorised access. do not leave tools in walkways or other areas of high foot traffic. maintain good housekeeping. maintain good lighting in all areas. wear strong safety shoes with good grip. 	3	2	6	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓								public	✓	Tool Box Talk No: 4.1	Site Supervisor

4.2	Manual Handling	muscular- skeletal disorders, such as back pain, from handling heavy/bulky objects or cuts and splinters when handling glass or timber pallets.	operatives	✓	3	4	12	<ul style="list-style-type: none"> always assess the load in terms of size and weight before handling. keep loads to a maximum of 25kg per person designated to carry the load. sheet materials in excess of 1.8m x 0.9 meters should be carried by a minimum of 2 operatives irrespective of the weight. long items in excess of 2.4m meters should be carried by a minimum of 2 operatives irrespective of the weight. be aware of adverse weather conditions particularly high winds and rain. Wear strong safety shoes with good grip. Maintain good lighting in all areas. 	3	3	9	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓								public	✓	Tool Box Talk No: 4.2	Site Supervisor

4.4	Unloading/Loading of Materials from Vehicles	injury as a result of a fall from the delivery vehicle or a load overturning.	operatives	✓	5	3	15	<ul style="list-style-type: none"> only unload/load vehicles in designated unloading/loading bays or areas. establish a safety zone to prevent unauthorised access. ensure vehicles for deliveries or collections arrive on site within confirmed booking times. ensure all vehicles utilise the designated traffic routes. ensure all pedestrians adhere to designated pedestrian routes. where possible the unloading and loading of vehicles should be with tele-handlers or cranes to minimise the instances of manual handling. operatives working on vehicles must utilise a vehicle edge protection system or attach to a fall arrest device. 	5	2	10	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓								public	✓	Tool Box Talk No: 4.4/6	Site Supervisor

Safety Manual D	Hazard	Risk	Those at Risk	Risk Rating before controls			Control Measures	Residual Risk with Controls			Further Action Required			
				S	L	RR		S	L	RR	Action Required	by Whom	by When	Completed

4.8	Vehicle Movements	injury or death due to being hit by a moving vehicle	operatives	✓	5	3	15	<ul style="list-style-type: none"> only trained or suitably qualified drivers are to operate vehicles on site. ensure that the access and surface conditions are suitable for the vehicle being used. competent traffic marshalls are to ensure that vehicles stay on the designated routes. competent, certified and trained traffic marshalls are to direct all vehicle movements. reversing of vehicles should be kept to a minimum. maintain tight control of vehicles re-joining the public highway. 	5	2	10	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register

5.0 – WORKING AT HEIGHT – refer to seele health & safety manual sections 5.1 to 5.9

5.1	Working at Height	injury or death from falls, dropped tools or materials.	operatives	✓	5	3	15	<ul style="list-style-type: none"> only work at height where safe access has been provided. ensure access provided is suitable for the specific task. do not enter areas where the edge protection has been removed. only competent scaffolders are to modify or adapt fixed access scaffold. ensure areas below work-face are cordoned off with signage or policed for the duration of the works. do not throw redundant materials or debris over any edge. use harnesses where there is risk of a fall ensuring that the safe system of work has been approved by line management. use tool and material tethers when working at the building edge. 	5	2	10	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓											
5.4	Use of Podium Steps	injury or death due to falls or possible electrocution.	operatives	✓	3	3	9	<ul style="list-style-type: none"> ensure the podium is of sufficient height and stability for the specific task. only competent operatives shall erect and dismantle podium steps. podiums must be erected on firm stable substrate. Towers to be inspected by the user on a daily basis. towers to be inspected by a competent person on a weekly basis. only access the working platform via the steps. brakes must be applied before accessing the podium. the podium must not be moved with persons onboard. 	3	2	6	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓											

Safety Manual D	Hazard	Risk	Those at Risk	Risk Rating before controls			Control Measures	Residual Risk with Controls			Further Action Required			
				S	L	RR		S	L	RR	Action Required	by Whom	by When	Completed

6.0 – LIFTING OPERATIONS – refer to seele health & safety manual sections 6.1 to 6.13																			
6.1	General Lifting Operations	injury or death due to dropped loads, being hit by slewed load, trapped limbs or collapse of machine.	operatives	✓	5	3	15	<ul style="list-style-type: none"> all lifting operations are to be planned by a competent Appointed Person. all lifting operations are to be supervised by a competent Lifting Supervisor. all lifting operations are to be undertaken by competent Slinger/Signallers. all operatives working in support of lifting operations should be sufficiently experienced or adequately supervised to ensure the safe execution of the works. the work area is to be designated by exclusion zone and policed to prevent access by unauthorised personnel. ensure that the equipment and accessories being used are suitable for the specific task – do not exceed the maximum SWL or operational design. carry out daily checks in accordance with the manufacturers instructions. all lifting equipment to be serviceable with an in-date 12 monthly certificate of thorough examination and to be tagged/colour coded for easy verification. all lifting accessories are to be serviceable with an in-date 6 monthly certificate of thorough examination and to be tagged/colour coded for easy verification. utilise tag lines to guide loads into position. do not lift over other trades or public areas. be aware of prevailing weather conditions and do not operate outside of the equipment design limitations. 	5	2	10	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register				
			other trades	✓															
			public	✓												Tool Box Talk No: 6.1	Site Supervisor	As works progress	Refer to TBT Register
6.2 - 6.5	Use of Lifting Accessories	injury due to dropped loads, trapped fingers, collapse of accessory mounting or failure of accessory.	operatives	✓	5	3	15	<ul style="list-style-type: none"> always check that the lifting accessories are fit for purpose and suit the type of lift to be employed. always check the safe working load (SWL) and/or the Effective Working Length (EWL) suit the type of lift to be employed. all lifting accessories are to be serviceable with an in-date 6 monthly certificate of thorough examination and to be tagged/colour coded for easy verification. always inspect lifting accessories prior to use. Hooks - primary Hooks and single-leg chains must be fitted with safety latches, always position Hooks to face outwards. Eyebolts - ensure the collar is fully seated, never apply shock loads, do not force other components into the eye and never use a single eyebolt to lift a load that is free to rotate. Shackles - ensure that the pin is correctly engaged and fully tightened, ensure the load is applied through the centre line of the shackle. Chain and Wire rope Slings - ensure Hooks are facing out, check that the chains are not twisted or knotted, do not hold the chains whilst taking up slack. 	5	2	10	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register				
			other trades	✓															
			public												Tool Box Talk No: 6.2/5	Site Supervisor	As works progress	Refer to TBT Register	

Safety Manual D	Hazard	Risk	Those at Risk	Risk Rating before controls			Control Measures	Residual Risk with Controls			Further Action Required			
				S	L	RR		S	L	RR	Action Required	by Whom	by When	Completed

7.0 – Hand Tools – refer to seele health & safety manual sections 7.1 to 7.8

7.0 – Hand Tools – refer to seele health & safety manual sections 7.1 to 7.8															
7.1	Use of Hand Tools	injury due to use of damaged tools, misuse or incorrect use.	operatives	✓	3	3	9	<ul style="list-style-type: none"> the user is to check the condition and suitability of the tool for the use intended. do not use worn or damaged tools. tools are only to be used for the purpose for which they are intended. use knives and cutting tools with due care and attention. clear all flammable materials if there is a risk of sparks. use tool tethers when working at the building edge. 	3	2	6	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades									Tool Box Talk No: 7.1	Site Supervisor	As works progress	Refer to TBT Register
			public												
7.4	Use of Power Tools & Drills	injury or death due to electrocution or trip hazards created by loose cables.	operatives	✓	3	3	9	<ul style="list-style-type: none"> the user must check the condition and suitability of chosen tool. do not use worn or damaged tools. tools are only to be used for the purpose for which they are intended. all tools to be PAT tested every 3 months and to be tagged/colour coded for easy verification. all cables are to be routed to eliminate trip hazards. disconnect tools from their power supply before changing bits, blades or the like. ensure guards are serviceable and used correctly. do not wear loose clothing, jewellery or have long hair down when working with rotating/moving bits or blades. only competent electricians to carry out repairs and maintenance to equipment. 	3	2	6	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓								Tool Box Talk No: 7.4	Site Supervisor	As works progress	Refer to TBT Register
			public												

Safety Manual D	Hazard	Risk	Those at Risk	Risk Rating before controls			Control Measures	Residual Risk with Controls			Further Action Required			
				S	L	RR		S	L	RR	Action Required	by Whom	by When	Completed

11.0 – PROTECTION OF THE PUBLIC – refer to seele health & safety manual sections 11.1 to 11.5															
11.1	Construction Work and the Public - although no public interface is anticipated seele operatives should be aware of the following hazards and controls that should be implemented.	injury or fatality from the normal hazards exacerbated by the proximity of works to Public Highways and the subsequent increase of vehicle and pedestrian traffic.	operatives	✓	5	3	15	<ul style="list-style-type: none"> Place barriers or fencing that prevent unauthorized but provide a safety zone with sufficient alternative access for vehicles and pedestrians Place signage that clearly indicates the hazard to Members of the Public. Ensure sufficient illumination during night time hours. Only carry out works that generate noise, dust and noise so that they do not adversely affect road traffic and pedestrians. Do not place tools, plant, equipment or materials to encroach the established safety zone. Ensure all tools, plant, equipment and materials are tidied away and secured at the end of each shift. Thoroughly clear and clean area upon completion of works and notify authorities. No persons to walk under raised load at any time. Ensure barriers are in place around load at all times. 	5	2	10	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓								Tool Box Talk No: 11.1/4	Site Supervisor	As works progress	Refer to TBT Register
			public	✓											
11.5	Protection of the Public from Falling Objects	oinjury or fatality due to falling materials or debris ejected from site.	operatives	✓	5	3	15	<ul style="list-style-type: none"> always plan how materials are to be lifted and lowered. do not throw materials into uncontrolled areas. avoid working above public areas. ensure systems are in place for operations such as the dismantling of scaffold. install protected walkways where access is to be maintained. where the risk of falling objects cannot be eliminated the area below must be cordoned off and policed to control traffic and prevent unauthorised access. 	5	2	10	Method Statement Briefing	Site Manager	Prior to start of works	Refer to MS Register
			other trades	✓								Tool Box Talk No: 11.5	Site Supervisor	As works progress	Refer to TBT Register
			public	✓											

Key to Risk Rating Values

S	Severity Rating	L	Likelihood of Occurrence	RR	Likelihood					RR	Risk Rating	
					1	2	3	4	5			
1	Negligible	1	Improbable	Severity	1	1	2	3	4	5	1-3	Acceptable - no further action required
2	Minor Injury	2	Remote 1-10%		2	2	4	6	8	10	4-10	Acceptable - with the implementation of the specified controls
3	Major Injury (R DDOR)	3	Possible 11-50%		3	3	6	9	12	15	11-15	Acceptable - ONLY if no other method is viable and with the implementation of high level controls
4	Fatality	4	Probable 51-90%		4	4	8	12	16	20	16-20	Unacceptable - plan out or add further controls
5	Multiple Fatality	5	Almost Certain 91+%		5	5	10	15	20	25	21-25	Unacceptable - plan out

Risk Assessment Prepared by:

Name:	[Redacted]	Date:	09/12/2019	Signed:	[Redacted]
-------	------------	-------	------------	---------	------------

SEELE
TASK BRIEFING RECORD SHEET

Mock Up Installation
8524-MS-101 Rev 00

Briefing given by:

Name	CSCS Number	Position	Signature

Briefed to: (By signing below, I confirm that I have received and understood the briefing for this task.)

Name	CSCS Number	Signature	Date & Time

Die Inhalt dieser Zeichnung ist unsere geistige Eigenheit und darf nicht ohne unsere Genehmigung ververvieltigt oder an Dritte weitergegeben werden.
The content of this drawing belongs to our property and must not be copied or submitted to third parties without authorization.

Die Inhalt dieser Zeichnung ist unsere geistige Eigenheit und darf nicht ohne unsere Genehmigung ververvieltigt oder an Dritte weitergegeben werden.
The content of this drawing belongs to our property and must not be copied or submitted to third parties without authorization.



Die Inhalt dieser Zeichnung ist unser physisches Eigentum und darf nicht ohne unsere Genehmigung ververviältigt oder an Dritte weitergegeben werden.
The content of this drawing belongs to our property and must not be copied or submitted to third parties without authorization.

From: [REDACTED]
To: [REDACTED]
Cc: [Victoria Knight](mailto:Victoria.Knight@londonlegacy.co.uk); [REDACTED]; [REDACTED]; [REDACTED]; freeths.co.uk; [REDACTED]
Subject: RE: MSG - Small Hire Agreement - Part of Plot A PML
Date: 11 December 2019 17:33:44

Thank you [REDACTED]

We will process this now and I will let you know when can expect the payment to land.

Kind Regards
[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@londonlegacy.co.uk]
Sent: Wednesday, December 11, 2019 5:31 PM
To: [REDACTED] <[REDACTED]@msg.com>; [REDACTED]
<[REDACTED]@knightfrank.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>;
[REDACTED]@freeths.co.uk; [REDACTED] <[REDACTED]@msg.com>
Subject: RE: MSG - Small Hire Agreement - Part of Plot A PML

Hi [REDACTED]

Please see invoice attached.

Kind regards

[REDACTED]

[REDACTED] MRICS
Senior Asset & Estate Manager

London Legacy Development Corporation
Level 10
1 Stratford Place, Montfichet Road
London
E20 1EJ

Mobile: [REDACTED]
Email: [REDACTED]@londonlegacy.co.uk
Website: www.londonlegacy.co.uk



Queen Elizabeth Olympic Park: a dynamic new metropolitan centre for London

For more information please visit www.QueenElizabethOlympicPark.co.uk



Please consider the environment before printing this e-mail or its attachments

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 11 December 2019 13:58
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@knightfrank.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>;
[REDACTED]@freeths.co.uk; [REDACTED] <[REDACTED]@msg.com>
Subject: RE: MSG - Small Hire Agreement - Part of Plot A PML

Hi [REDACTED]

It will be me tomorrow. See you 9.00am at the gates. I am on [REDACTED]

Kind Regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@londonlegacy.co.uk]
Sent: Wednesday, December 11, 2019 1:56 PM
To: [REDACTED] <[REDACTED]@msg.com>; [REDACTED]
<[REDACTED]@knightfrank.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>;
[REDACTED]@freeths.co.uk; [REDACTED] <[REDACTED]@msg.com>
Subject: RE: MSG - Small Hire Agreement - Part of Plot A PML

Hi [REDACTED]

Many thanks for sending the signed agreement through.

I will chase the accounts team and send over the invoice as soon as it comes through to me.

Who will I be meeting tomorrow morning? I can be there from 9am. Can I have contact details for them please.

Kind regards

[REDACTED]

[REDACTED] **MRICS**
Senior Asset & Estate Manager

London Legacy Development Corporation
Level 10
1 Stratford Place, Montfichet Road
London

E20 1EJ

Mobile: [REDACTED]
Email: [REDACTED] [londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)
Website: www.londonlegacy.co.uk



Queen Elizabeth Olympic Park: a dynamic new metropolitan centre for London

For more information please visit www.QueenElizabethOlympicPark.co.uk



Please consider the environment before printing this e-mail or its attachments

From: [REDACTED] [[mailto:\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)]
Sent: 11 December 2019 12:38
To: [REDACTED] <[\[REDACTED\]@londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)>; [REDACTED] <[\[REDACTED\]@knightfrank.com](mailto:[REDACTED]@knightfrank.com)>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>; [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>; [REDACTED] <[\[REDACTED\]@freeths.co.uk](mailto:[REDACTED]@freeths.co.uk)>; [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>
Subject: MSG - Small Hire Agreement - Part of Plot A PML

Hi [REDACTED]

Please find attached the signed Small Hire Agreement. If you would please issue me with an invoice by email we will make payment.

Kind Regards

[REDACTED]

From: [REDACTED] [[mailto:\[REDACTED\]@londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)]
Sent: Tuesday, December 10, 2019 4:55 PM
To: [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>; [REDACTED] <[\[REDACTED\]@knightfrank.com](mailto:[REDACTED]@knightfrank.com)>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>; [REDACTED] <[\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)>; [REDACTED] <[\[REDACTED\]@freeths.co.uk](mailto:[REDACTED]@freeths.co.uk)>
Subject: Small Hire Agreement - Part of Plot A PML

Hi [REDACTED]

Thank you for sending over the RAMS. I have passed to the relevant personnel and will let you know if they require anything further.

Please find attached a small hire agreement. Please can you sign and return a scanned copy.

I am raising a sales invoice request, which should be back with me tomorrow to forward on.

Kind regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 10 December 2019 14:07
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@knightfrank.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED]@freeths.co.uk
Subject: RE: Heads of Terms - Part of Plot A PML

Hi [REDACTED]

Please see attached and let me know if you have any questions.

Kind Regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@londonlegacy.co.uk]
Sent: Tuesday, December 10, 2019 12:39 PM
To: [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@knightfrank.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED]@freeths.co.uk
Subject: RE: Heads of Terms - Part of Plot A PML

Hi [REDACTED]

I should be able to get the agreement over to you before the end of today pending approval of my draft internally.

Do you know when you will be able to provide me with the RAMS?

Kind regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 09 December 2019 12:38
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@knightfrank.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@msg.com>;

██████████ freeths.co.uk

Subject: RE: Heads of Terms - Part of Plot A PML

Hi ██████████

If you would please arrange for the blocks to be removed first thing on 12th December. The terms as issued by ██████████ (attached) are fine.

To confirm, as agreed on site this morning, you will ensure that Atkins / UKPN will provide suitable site separation by fencing of their borehole / trial pit works.

We would really need to see the draft agreement or something to sign today so I might have some hope of arranging payment before the 12th. If you don't have a document on hand would an exchange of letters suffice?

If payment can't be made by the 12th would you be happy to allow us to take possession based on the signed agreement, with payment to follow within a reasonable period?

Kind Regards,

██████████

From: ██████████ [<mailto:██████████@londonlegacy.co.uk>]

Sent: Monday, December 9, 2019 12:00 PM

To: ██████████ <██████████@knightfrank.com>; ██████████
<██████████@msg.com>

Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>

Subject: RE: Heads of Terms - Part of Plot A PML

Hi both

██████████ thanks for sending across.

The only cost missing is the charge for removal and replacement of the blocks on the gate. This costs £167 for each. This will only be applicable if MSG require LLDC to do this on their behalf.

On the plan, please can you highlight the area within MSG's demise which will require monitoring during their occupation (highlighted as 'A' on the plan I sent to you).

██████████ good to meet earlier. Will you require us to arrange removal/replacement of the blocks?

As discussed, will look to get something over to you asap so you can arrange payment.

Kind regards

██████████

From: ██████████ [<mailto:██████████@knightfrank.com>]

Sent: 09 December 2019 10:11

To: ██████████ <██████████@msg.com>

Cc: ██████████ <██████████@londonlegacy.co.uk>

Subject: Heads of Terms - Part of Plot A PML

██████ / ██████

Please see attached.

Kind regards

██████

████████████████████

BSc (Hons) MRICS

Associate

Logistics and Industrial

Knight Frank
55 Baker Street
London
W1U 8AN
United Kingdom

T: +44 20 ██████

S: +44 20 ██████

M: +44 ██████

████████████████████ knightfrank.com

knightfrank.com

[View our latest Future Gazing report now](#)

Save a tree – we only print emails we need to.

██

□ □ □

██

This email (including any attachments) is confidential. If it is not addressed to you, please do not read, disclose, copy or forward it on, but notify the sender immediately and delete it. Any copying, disclosure, distribution or other use of this email (and any attachments) by anyone other than the intended recipient is prohibited and may be unlawful.

This e-mail is sent on behalf of Knight Frank LLP, a limited liability partnership registered in England (registered number OC305934). Our registered office is at 55 Baker Street, London W1U 8AN where you may look at a list of members' names (this can also be found at <http://www.knightfrank.co.uk/about-us>). If we use the term 'Partner' when referring to one of our representatives, that person will either be a Member or an employee of Knight Frank LLP. Knight Frank LLP is authorised and regulated by the Financial Conduct Authority for insurance and mediation activities only. Each entity or practice in the Knight Frank global network is a distinct and separate legal entity. No Knight Frank entity acts as agent for, or has any authority to represent, bind or obligate in any way, any other Knight Frank entity.

We have tried to ensure this email does not contain any viruses, but please check this before opening any attachments, as we cannot accept any responsibility for damage caused by a virus. Further information concerning our website, information technology and our monitoring, processing and use of personal data can be found at <http://www.knightfrank.com/legals>. Firms such as Knight Frank LLP and their clients are increasingly being targeted by fraudsters, often requesting funds to be transferred to a different bank account or seeking to obtain confidential information. If you receive a suspicious or unexpected email from us, or purporting to have been sent on our behalf, please do not reply to the email, click on any links, open any attachments, or comply with any instructions contained within it without first speaking (in person or by telephone) with your Knight Frank LLP contact to verify the email. Knight Frank LLP cannot take responsibility for any losses arising from your transfer of funds or disclosure of confidential information.

Except where specifically stated otherwise, any information about price or value contained in this email is provided purely as

Bill-to

Stratford Garden Development Ltd
Suite1, 3rd Floor,
11-12 St James' Square
LONDON
SW1Y 4LB

Ship-to

Stratford Garden Development Ltd
Suite1, 3rd Floor,
11-12 St James' Square
LONDON
SW1Y 4LB

INVOICE

19138

Purchase Order

Invoice Date 11/12/19

No.	Description	UOM	Quantity	Unit Price	Amount
1	Hire of part of PML Compound A from 12 - 20 December 2019		1	22,334.00	22,334.00
				Total	22,334.00
				VAT	4,466.80

Payment Terms **IMMEDIATE** Due Date 11/12/19 Balance Due **£26,800.80**

Send remittance advice to

London Legacy Development Corporation, Level 10, 1 Stratford Place, Montfichet Road, London, E20 1EJ
Email: financeteam@londonlegacy.co.uk
VAT Registration Number: GB 134 0978 13

Account Name: London Legacy Development Corporation
Bank Name: [REDACTED]
Sort Code: [REDACTED]
Account Number: [REDACTED]

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: MSG Sphere
Date: 12 December 2019 13:54:59

Hi all,

I'm afraid Mark and his team don't have availability to meet before Christmas.

Please could you let me know if any of the following times would be possible for you, I'm assuming it will be held at our offices 1 Stratford Place but let me know if it needs to be in a different location.

Monday 6 Jan – 1pm
Tuesday 7 Jan – 9.30am
Wednesday 8 Jan – between 9 and 11am

Many thanks

[REDACTED]

From: Mark Camley
Sent: 12 December 2019 12:58
To: [REDACTED] <[REDACTED]@momentum-transport.com>; [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Cc: [REDACTED] <[REDACTED]@momentum-transport.com>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@londonlegacy.co.uk>; Peter Tudor <PeterTudor@londonlegacy.co.uk>; Tony Tolley <TonyTolley@londonlegacy.co.uk>
Subject: RE: MSG Sphere

[REDACTED] - Will do.

[REDACTED] – Can you add Peter pl.

Mark

From: [REDACTED] [[mailto:\[REDACTED\]@momentum-transport.com](mailto:[REDACTED]@momentum-transport.com)]
Sent: 12 December 2019 12:13
To: Mark Camley <MarkCamley@londonlegacy.co.uk>; Tony Tolley <TonyTolley@londonlegacy.co.uk>
Cc: [REDACTED] <[REDACTED]@momentum-transport.com>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Subject: Re: MSG Sphere

Thanks Mark,

Is it worth extending the invite to Peter Tudor as well?

Regards

[REDACTED]
Director
Momentum Transport Consultancy
[REDACTED]

From: Mark Camley <MarkCamley@londonlegacy.co.uk>
Sent: Thursday, December 12, 2019 11:43:26 AM
To: [REDACTED] <[REDACTED]@momentum-transport.com>; Tony Tolley <TonyTolley@londonlegacy.co.uk>
Cc: [REDACTED] <[REDACTED]@momentum-transport.com>; [REDACTED] <[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Subject: RE: MSG Sphere

[REDACTED]
Thanks. So that we keep in step it would be helpful if [REDACTED] could be there as well. [REDACTED] will look to identify a time but I'm conscious that we will be in the "last week of term".

Mark


From: [redacted] [[mailto:\[redacted\]@momentum-transport.com](mailto:[redacted]@momentum-transport.com)]
Sent: 11 December 2019 21:17
To: Tony Tolley <TonyTolley@londonlegacy.co.uk>; Mark Camley <MarkCamley@londonlegacy.co.uk>
Cc: [redacted] <[redacted]@momentum-transport.com>; [redacted] <[redacted]@msg.com>
Subject: MSG Sphere

Tony and Mark,

You might be aware that we have recently re-submitted the Sphere application with a number of amendments in response to comments from the stakeholders. Although these documents may be making their way to you through the planning system, we're keen to have another sit down to talk through the changes and how they will affect the planned operation.

Do you have time between now and Christmas for a catch up to discuss?

Regards

[redacted]
Director
<http://iternity.cloud/image002.png>


Clerkenwell House
23 Hatton Wall
London
EC1N 8JJ

m [redacted]
t +44(0)20 [redacted]
w www.momentum-transport.com


<http://iternity.cloud/autumnconnect.gif>


This message contains confidential information and is intended only for the individual named. Momentum Transport Planning Limited accepts no liability for the content of this email, or for the consequences of any actions taken on the basis of the information provided. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.
Momentum Transport Planning Limited Registered in England No. 8234059 Registered Office: 27 Morimer Street London W1T 3BL

This communication and the information it contains is intended for the addressee only. It may be confidential, legally privileged and protected by law. Unauthorised use, copying or disclosure of any of it may be unlawful. If you have received this communication in error, please contact me immediately by email or telephone and then delete the e-mail and its attachments from your system. This email and any attachments have been scanned for viruses by Symantec and on leaving the London Legacy Development Corporation they were virus free. No liability will be incurred for direct, special or indirect or consequential damages arising from alteration of the contents of this message by a third party or as a result of any virus contained within it or attached to it. The London Legacy Development Corporation may monitor traffic data. For enquiries please call 020 3288 1800.

From: [REDACTED]
To: [REDACTED]
Cc: [Victoria Knight](#)
Subject: RE: PML Compound A
Date: 13 December 2019 10:14:04

Thanks [REDACTED]

Did you receive the other set of RAMS from the contractors setting up the marquee yet?

Kind regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 13 December 2019 09:48
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>
Subject: RE: PML Compound A

Received, Thank you [REDACTED]

You will receive my own photos shortly.

Kind Regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@londonlegacy.co.uk]
Sent: Thursday, December 12, 2019 3:13 PM
To: [REDACTED] <[REDACTED]@msg.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>
Subject: PML Compound A

Hi [REDACTED]

Good to see you earlier.

Here are some photos from this morning. Can you confirm receipt please.

I have asked re: the lights and can confirm they remain on at all times. We are able to arrange for them to be switched off, but the cost is extremely prohibitive (in the thousands!) and therefore we would need to pass this cost on. They would then remain off for the rest of your occupation.

Of course, if you do want this I will look into it further.

If you have any other queries just let me know.

Kind regards

[REDACTED]

























Kind regards

[REDACTED]

[REDACTED] MRICS
Senior Asset & Estate Manager

London Legacy Development Corporation
Level 10
1 Stratford Place, Montfichet Road
London
E20 1EJ

Mobile: [REDACTED]
Email: [REDACTED] [londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)
Website: www.londonlegacy.co.uk



From: [REDACTED]
To: [REDACTED]
Cc: [Victoria Knight](#)
Subject: RE: PML Compound A
Date: 13 December 2019 10:37:41

Thanks [REDACTED] Received.

Kind regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 13 December 2019 10:33
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>
Subject: RE: PML Compound A

[REDACTED]
Please find attached.

Kind Regards

[REDACTED]

From: [REDACTED]
Sent: Friday, December 13, 2019 9:48 AM
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>
Subject: RE: PML Compound A

Received, Thank you [REDACTED]

You will receive my own photos shortly.

Kind Regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@londonlegacy.co.uk]
Sent: Thursday, December 12, 2019 3:13 PM
To: [REDACTED] <[REDACTED]@msg.com>
Cc: Victoria Knight <VictoriaKnight@londonlegacy.co.uk>
Subject: PML Compound A

Hi [REDACTED]

Good to see you earlier.

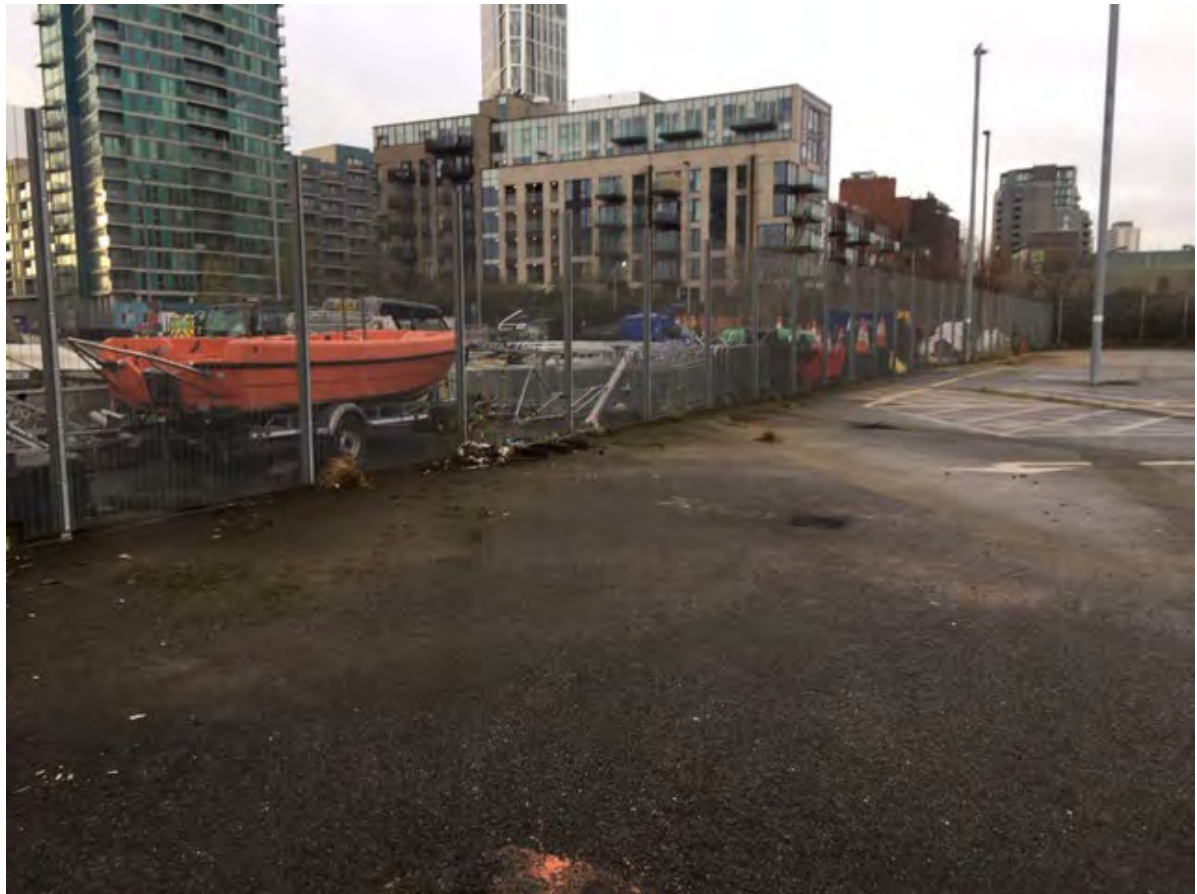
Here are some photos from this morning. Can you confirm receipt please.

I have asked re: the lights and can confirm they remain on at all times. We are able to arrange for them to be switched off, but the cost is extremely prohibitive (in the thousands!) and therefore we would need to pass this cost on. They would then remain off for the rest of your occupation.

Of course, if you do want this I will look into it further.

If you have any other queries just let me know.

Kind regards



























Kind regards

[REDACTED]

[REDACTED] MRICS
Senior Asset & Estate Manager

London Legacy Development Corporation
Level 10
1 Stratford Place, Montfichet Road
London
E20 1EJ

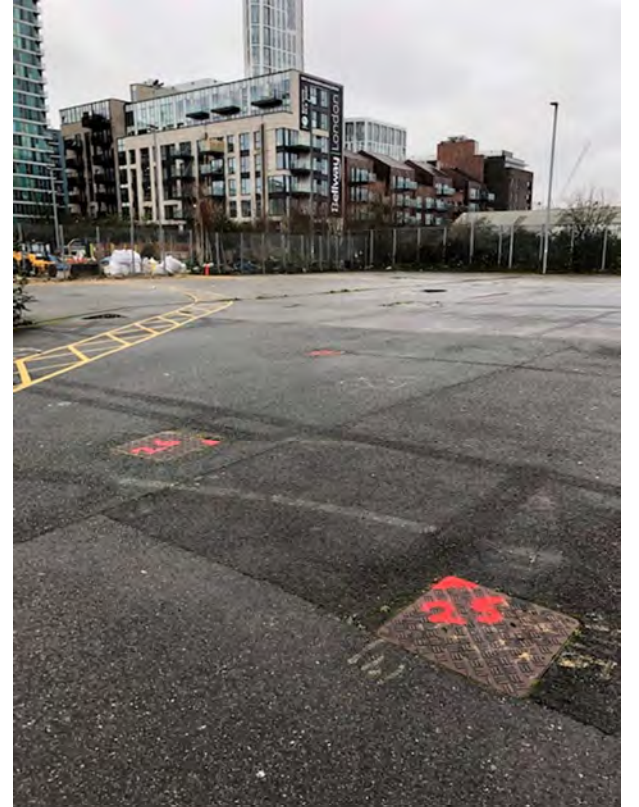
Mobile: [REDACTED]
Email: [REDACTED] [londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)
Website: www.londonlegacy.co.uk



Queen Elizabeth Olympic Park: a dynamic new metropolitan centre for London

For more information please visit www.QueenElizabethOlympicPark.co.uk

LLDC / MSG Plot A Pudding Mill
Lane Site Handover Photos –
12/12/19

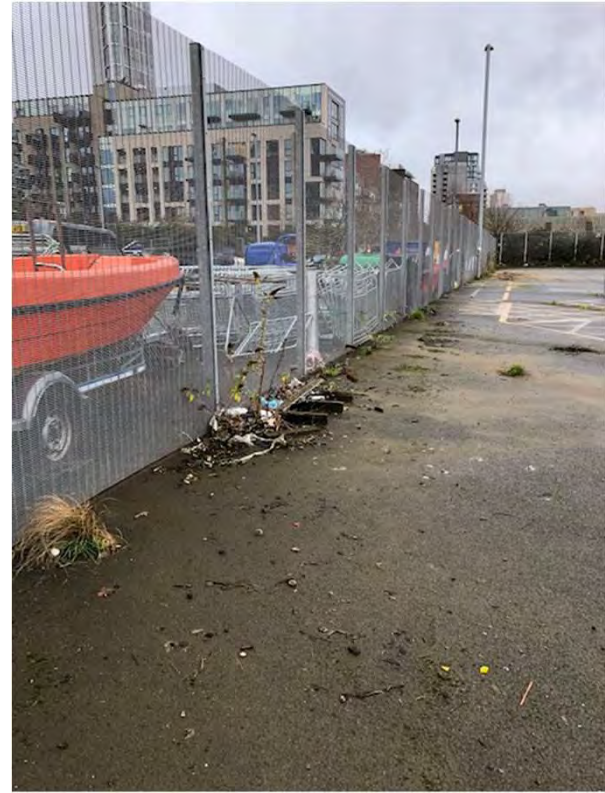




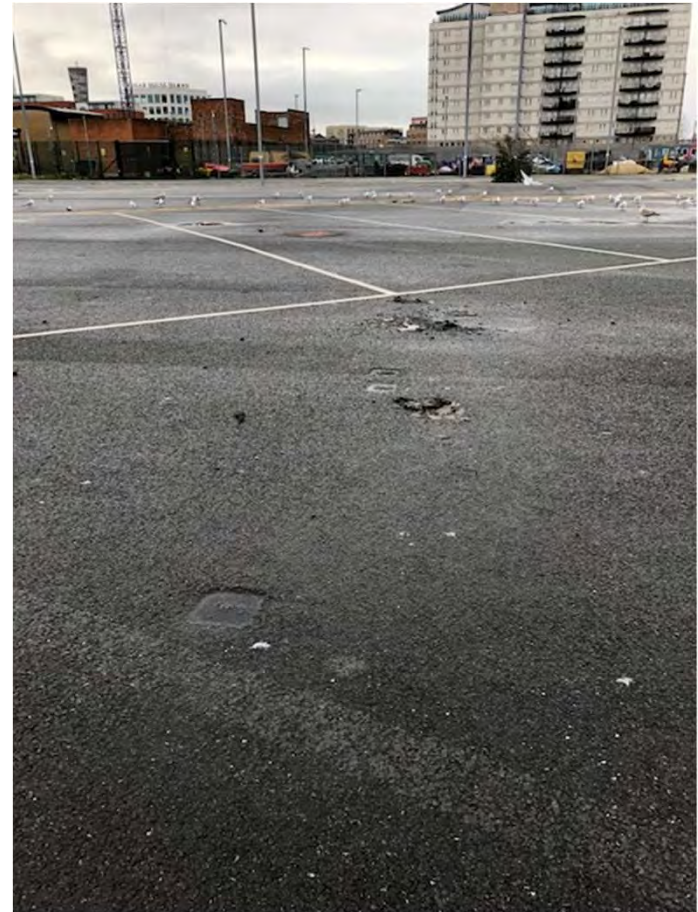






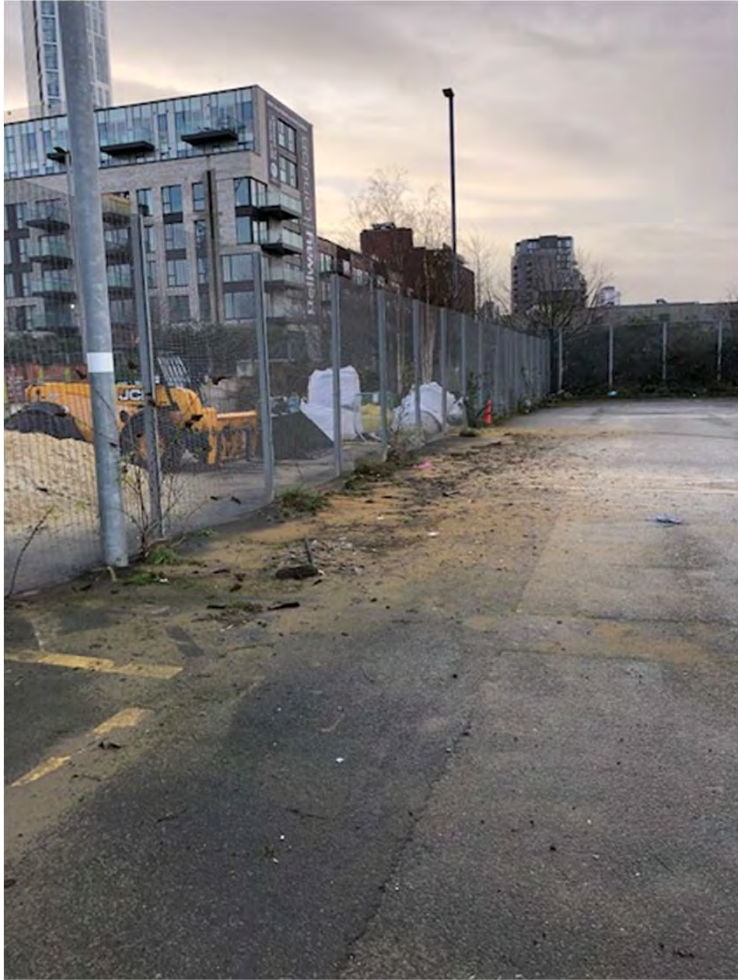


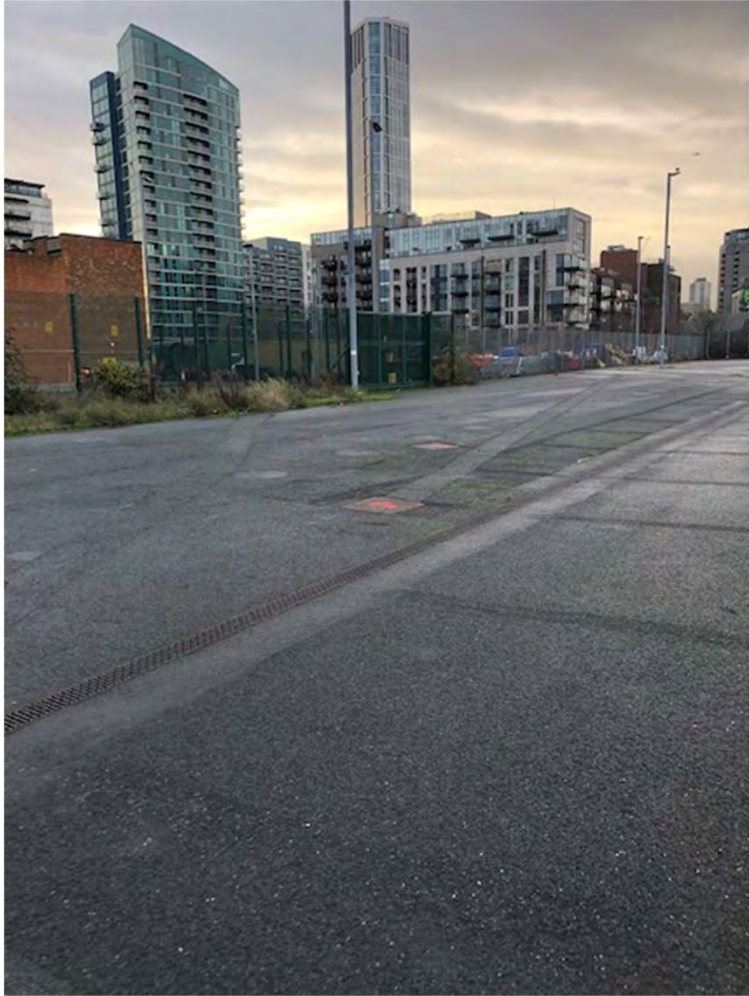














From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mock up next week
Date: 13 December 2019 14:34:57

Hi [REDACTED]

Let me get back to you.

Any update on the PPA fee? We've proceeded to consult and issue instructions at risk and I'm concerned that I haven't heard anything on this for sometime now.

Best,

[REDACTED]
Principal Planning Development Manager (Planning Policy and Decisions Team)

London Legacy Development Corporation
Level 10
1 Stratford Place, Montfichet Road
London
E20 1EJ

DD: 020 3288 [REDACTED]
Mob: [REDACTED]
Email: [REDACTED] londonlegacy.co.uk



Queen Elizabeth Olympic Park: a dynamic new metropolitan centre for London
For more information, please visit www.QueenElizabethOlympicPark.co.uk

From: [REDACTED] [mailto:[REDACTED]@dp9.co.uk]
Sent: 13 December 2019 14:30
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Cc: [REDACTED] <[REDACTED]@dp9.co.uk>; [REDACTED] <[REDACTED]@msg.com>
Subject: Mock up next week

Hi [REDACTED]

I hope you're well?

Can you let me know who is attending the meetings on Tuesday and Wednesday next week?

Regards

██████████
████████████████████
Director

direct: [020-██████████](tel:020-██████████)
mobile: ██████████
e-mail: ██████████ [dp9.co.uk](mailto:██████████@dp9.co.uk)

DP9 Ltd
[100 Pall Mall](#)
[London](#)
[SW1Y 5NQ](#)

telephone: [020 7004 1700](tel:020-7004-1700) facsimile: [020 7004 1790](tel:020-7004-1790) website: www.dp9.co.uk

This e-mail and any attachments hereto are strictly confidential and intended solely for the addressee. It may contain information which is privileged. If you are not the intended addressee, you must not disclose, forward, copy or take any action in relation to this e-mail or attachments. If you have received this e-mail in error, please delete it and notify postmaster@dp9.co.uk

This communication and the information it contains is intended for the addressee only. It may be confidential, legally privileged and protected by law. Unauthorised use, copying or disclosure of any of it may be unlawful. If you have received this communication in error, please contact me immediately by email or telephone and then delete the e-mail and its attachments from your system. This email and any attachments have been scanned for viruses by Symantec and on leaving the London Legacy Development Corporation they were virus free. No liability will be incurred for direct, special or indirect or consequential damages arising from alteration of the contents of this message by a third party or as a result of any virus contained within it or attached to it. The London Legacy Development Corporation may monitor traffic data. For enquiries please call 020 3288 1800. London Legacy Development Corporation, Level 10, 1 Stratford Place, Montfichet Road, London, E20 1EJ.

www.queenelizabetholympicpark.co.uk

From: [REDACTED]
To: [REDACTED] msq.com
Cc: [REDACTED]
Subject: New Sales Invoice Raised
Date: 16 December 2019 09:36:50
Attachments: [image001.png](#)
[SINV19138 Stratford Garden Development.pdf](#)

Hi [REDACTED]
Please see attached New Sales Invoice Raised.

Thanks

[REDACTED]
London Legacy Development Corporation
Finance Apprentice

Direct Line: 02032881800



For more information please visit www.QueenElizabethOlympicPark.co.uk

Bill-to

Stratford Garden Development Ltd
Suite1, 3rd Floor,
11-12 St James' Square
LONDON
SW1Y 4LB

Ship-to

Stratford Garden Development Ltd
Suite1, 3rd Floor,
11-12 St James' Square
LONDON
SW1Y 4LB

INVOICE

19138

Purchase Order UK43122

Invoice Date 11/12/19

No.	Description	UOM	Quantity	Unit Price	Amount
1	Hire of part of PML Compound A from 12 - 20 December 2019		1	22,334.00	22,334.00
				Total	22,334.00
				VAT	4,466.80

Payment Terms IMMEDIATE Due Date 11/12/19 Balance Due £26,800.80

Send remittance advice to

London Legacy Development Corporation, Level 10, 1 Stratford Place, Montfichet Road, London, E20 1EJ
Email: financeteam@londonlegacy.co.uk
VAT Registration Number: GB 134 0978 13

Account Name: London Legacy Development Corporation
Bank Name: [REDACTED]
Sort Code: [REDACTED]
Account Number: [REDACTED]

From: [Mark Camley](#)
To: [Tony Tolley](#); [Peter Tudor](#); [REDACTED]
Subject: MSG Sphere

Dear all,

Thank you for confirming your availability for to meet on 6th Jan regarding the below.

Kind regards

[REDACTED]

From: Mark Camley
Sent: 12 December 2019 12:58
To: [REDACTED] <[REDACTED]@momentum-transport.com> <mailto:[REDACTED]@momentum-transport.com>; [REDACTED] <[REDACTED]@londonlegacy.co.uk> <mailto:[REDACTED]@londonlegacy.co.uk>
Cc: [REDACTED] <[REDACTED]@momentum-transport.com> <mailto:[REDACTED]@momentum-transport.com>; [REDACTED] <[REDACTED]@msg.com> <mailto:[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@londonlegacy.co.uk> <mailto:[REDACTED]@londonlegacy.co.uk>; Peter Tudor <Peter.Tudor@londonlegacy.co.uk> <mailto:PeterTudor@londonlegacy.co.uk>; Tony Tolley <TonyTolley@londonlegacy.co.uk> <mailto:TonyTolley@londonlegacy.co.uk>
Subject: RE: MSG Sphere

[REDACTED] - Will do.

[REDACTED] - Can you add Peter pl.

Mark

From: [REDACTED] [mailto:[REDACTED]@momentum-transport.com]
Sent: 12 December 2019 12:13
To: Mark Camley <MarkCamley@londonlegacy.co.uk> <mailto:MarkCamley@londonlegacy.co.uk>; Tony Tolley <TonyTolley@londonlegacy.co.uk> <mailto:TonyTolley@londonlegacy.co.uk>
Cc: [REDACTED] <[REDACTED]@momentum-transport.com> <mailto:[REDACTED]@momentum-transport.com>; [REDACTED] <[REDACTED]@msg.com> <mailto:[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@londonlegacy.co.uk> <mailto:[REDACTED]@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@londonlegacy.co.uk> <mailto:[REDACTED]@londonlegacy.co.uk>
Subject: Re: MSG Sphere

Thanks Mark,

Is it worth extending the invite to Peter Tudor as well?

Regards

[REDACTED]
Director
Momentum Transport Consultancy
[REDACTED]

From: Mark Camley <MarkCamley@londonlegacy.co.uk> <mailto:MarkCamley@londonlegacy.co.uk>
Sent: Thursday, December 12, 2019 11:43:26 AM
To: [REDACTED] <[REDACTED]@momentum-transport.com> <mailto:[REDACTED]@momentum-transport.com>; Tony Tolley <TonyTolley@londonlegacy.co.uk> <mailto:TonyTolley@londonlegacy.co.uk>
Cc: [REDACTED] <[REDACTED]@momentum-transport.com> <mailto:[REDACTED]@momentum-transport.com>; [REDACTED] <[REDACTED]@msg.com> <mailto:[REDACTED]@msg.com>; [REDACTED] <[REDACTED]@londonlegacy.co.uk> <mailto:[REDACTED]@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@londonlegacy.co.uk> <mailto:[REDACTED]@londonlegacy.co.uk>
Subject: RE: MSG Sphere

[REDACTED]

Thanks. So that we keep in step it would be helpful if [REDACTED] could be there as well. [REDACTED] will look to identify a time but I'm conscious that we will be in the "last week of term".

Mark

From: [redacted] [mailto:[redacted]@momentum-transport.com]
Sent: 11 December 2019 21:17
To: Tony Tolley <TonyTolley@londonlegacy.co.uk <mailto:TonyTolley@londonlegacy.co.uk> >; Mark Camley <MarkCamley@londonlegacy.co.uk <mailto:MarkCamley@londonlegacy.co.uk> >
Cc: [redacted] <[redacted]@momentum-transport.com <mailto:[redacted]@momentum-transport.com> >; [redacted] <[redacted]@msg.com <mailto:[redacted]@msg.com> >
Subject: MSG Sphere

Tony and Mark,

You might be aware that we have recently re-submitted the Sphere application with a number of amendments in response to comments from the stakeholders. Although these documents may be making their way to you through the planning system, we're keen to have another sit down to talk through the changes and how they will affect the planned operation.

Do you have time between now and Christmas for a catch up to discuss?

Regards

[redacted]

Director

<<http://iternity.cloud/image002.png>>

Clerkenwell House
23 Hatton Wall
London
EC1N 8JJ

m [redacted]
t +44(0)20 [redacted]
w www.momentum-transport.com <<http://www.momentum-transport.com/>>

This communication and the information it contains is intended for the addressee only. It may be confidential, legally privileged and protected by law. Unauthorised use, copying or disclosure of any of it may be unlawful. If you have received this communication in error, please contact me immediately by email or telephone and then delete the e-mail and its attachments from your system. This email and any attachments have been scanned for viruses by Symantec and on leaving the London Legacy Development Corporation they were virus free. No liability will be incurred for direct, special or indirect or consequential damages arising from alteration of the contents of this message by a third party or as a result of any virus contained within it or attached to it. The London Legacy Development Corporation may monitor traffic data. For enquiries please call 020 3288 1800.
London Legacy Development Corporation, Level 10, 1 Stratford Place, Montfichet Road, London, E20 1EJ.

www.queenelizabetholympicpark.co.uk

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED] [Anthony Hollingsworth](mailto:Anthony.Hollingsworth@londonlegacy.co.uk)
Subject: Re: MSG LED Demonstration attendees
Date: 17 December 2019 10:27:06

To be clear.

We can make it white. We can run it a 5000 nits. We can dim it. We can control individual sub triangles or whole panels separately. We will not - because a) we don't need to and never would and to ensure this b) we have installed a limiter - run it at full power.

Regards

[REDACTED]

Sent from my iPad

On 17 Dec 2019, at 10:23, [REDACTED] <[REDACTED]@londonlegacy.co.uk> wrote:

Hi [REDACTED]

So just to check, today when we view the façade, will you have the capability to turn it on to full output white (no moving images) and then turn the power down gradually as one would a dimmer switch?

Best wishes,

[REDACTED]

From: [REDACTED] [[mailto:\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)]
Sent: 17 December 2019 09:28
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Cc: [REDACTED] <[REDACTED]@dp9.co.uk>; [REDACTED] <[REDACTED]@dp9.co.uk>; [REDACTED] <[REDACTED]@msg.com>; Anthony Hollingsworth <AnthonyHollingsworth@londonlegacy.co.uk>
Subject: Re: MSG LED Demonstration attendees

Hi [REDACTED]

This morning is way too late to ask for specific specs. This is the first time we have heard anything from you on any specific requirements on the subject. If you wanted that, then you should have really asked a month ago when we were building it.

We have a limiter on the controls so that it can never go above 5000 nits which is what we have applied for as a maximum. This was designed to prevent an accidental breach. It is now too late to adjust it - besides which I can't see the point of your exercise. It is like asking us to show you an brick facade mock up after you had told us not to use brick.

[REDACTED] will answer with regard to the other questions - remember this mainly designed is to show you light levels and controls only with moving content

Kind regards

██████████

████████████████████

I am currently in UK
Sent from my iPhone

On 17 Dec 2019, at 08:48, ██████████
<██████████@londonlegacy.co.uk> wrote:

Hi ██████████

Attached is a list of attendees for the LED demonstration today and tomorrow.

Today we have a mix of LLDC consultants, ARUP and Network Rail.

Of particular interest for us we would like try a completely full output option (white 100%) and then to dim down the LED's lower and lower. We will be bringing an luminance meter and illuminance meter.

We would also like today's demonstration to be recorded and a copy to be shared with us as soon as possible afterwards for us to show our essential consultants that cannot make today or tomorrow's event. I mentioned this to ██████████ yesterday.

In design terms

- It would be good to know if the mock-up reflects the actual build-up as show in the Design and Access Statement (page 94) or if it is purely representative of the outer layer of LED effect and construction?
- Are multiple panels being provided? Will it be possible to see a junctions and/or fixing between

panels?

- The DAS refers to the metal finish/product required (when LEDs are switched off) – is the material we are seeing today what is proposed?
- How will we be able to capture the specification of what we are viewing? It would be helpful to have corresponding drawings and specifications for what we will see
- Are any louvred access / grilles / maintenance panels being included as part of the mock-up?

17th December Site visit

[Redacted]

18th December Site Visit (Not all will attend, but most will)

[Redacted]

Anthony Hollingsworth
Catherine Smyth

[Redacted]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Best wishes,

[REDACTED]

**Principal Planning Development Manager (Planning
Policy and Decisions Team)**

London Legacy Development Corporation
Level 10
1 Stratford Place, Montfichet Road
London
E20 1EJ

DD: 020 3288 [REDACTED]

Mob: [REDACTED]

Email: [REDACTED] londonlegacy.co.uk

<image001.jpg>

**Queen Elizabeth Olympic Park: a dynamic new
metropolitan centre for London**

For more information, please visit

www.QueenElizabethOlympicPark.co.uk

This communication and the information it contains is intended for the addressee only. It may be confidential, legally privileged and protected by law. Unauthorised use, copying or disclosure of any of it may be unlawful. If you have received this communication in error, please contact me immediately by email or telephone and then delete the e-mail and its attachments from your system. This email and any attachments have been scanned for viruses by Symantec and on leaving the London Legacy Development Corporation they were virus free. No liability will be incurred for direct, special or indirect or consequential damages arising from alteration of the contents of this message by a third party or as a result of any virus contained within it or attached to it. The London Legacy Development Corporation may monitor traffic

From: [REDACTED]
To: [Mark Camley](mailto:Mark.Camley)
Subject: Re: Catch up call
Date: 19 December 2019 11:51:52

The presentation has been put back until 1:15 and I'm now free until then if that works, it can be a 5 minute call if I talk quickly :)

Andy

Get [Outlook for iOS](#)

From: [REDACTED] <[REDACTED]@msg.com>
Sent: Thursday, December 19, 2019 10:56:52 AM
To: Mark Camley <MarkCamley@londonlegacy.co.uk>
Subject: Re: Catch up call

Mark, a quick chat today would be ideal before your break but I can't do 2pm as I'm in a presentation from 1pm until 3pm, is there a chance later this afternoon?

Andy

Get [Outlook for iOS](#)

From: Mark Camley <MarkCamley@londonlegacy.co.uk>
Sent: Thursday, December 19, 2019 10:48:10 AM
To: [REDACTED] <[REDACTED]@msg.com>
Subject: RE: Catch up call

[REDACTED]
Thanks. Today is my last day in the office – and as you would expect diary and to do list is filled pretty much to the brim. But I could do a quick call at 2pm today if that would work.

Best wishes,
Mark

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 19 December 2019 09:10
To: Mark Camley <MarkCamley@londonlegacy.co.uk>
Subject: Catch up call

Good Morning Mark,

I hope you are well and prepared for the festive break.

I know we were trying to meet before the break but that wasn't possible. Are you free for a 15 minute call tomorrow?

Best Regards

[REDACTED]
Get [Outlook for iOS](#)

This message may contain confidential, privileged or proprietary information of the Madison

From: [REDACTED]
To: [REDACTED]
Subject: RE: Pudding Mill Lane Plot A
Date: 19 December 2019 12:38:37

Hi [REDACTED]

Yes that all sounds fine. See you tomorrow at 9:30am

Kind regards

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 19 December 2019 11:32
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Subject: Pudding Mill Lane Plot A

Hi [REDACTED]

The Security hut will be collected at 10.30am tomorrow. I would rather we kept our meeting to 9.30am as I have to get back to Paddington for a meeting.

Since Atkins are coming and going all-day long perhaps they can ensure the site is locked up when the security guys leave?

Kind Regards,

[REDACTED]

Director of Project Management
Development & Construction

The Madison Square Garden Company
Level 5 | 4 Kingdom Street | Paddington Central | London | W2 6BD
M. 0044 [REDACTED] | E. [REDACTED]@msg.com



Commercial in Confidence

This message may contain confidential, privileged or proprietary information of the Madison Square Garden Company or its affiliates. If you have received this message in error, please inform the sender by email and kindly delete the message.

This communication and the information it contains is intended for the addressee only. It may be confidential, legally privileged and protected by law. Unauthorised use, copying or disclosure of any of it may be unlawful. If you have received this communication in error, please contact me immediately by email or telephone and then delete the e-mail and its attachments from your system. This email and any attachments have been scanned for viruses by Symantec and on leaving the London Legacy Development Corporation they were virus free. No liability will be incurred for direct, special or indirect or consequential damages arising from alteration of the contents of this message by a third party or as a

From: [Mark Camley](#)
To: [REDACTED]
Subject: Call
Date: 19 December 2019 12:58:11
Attachments: [image001.png](#)

[REDACTED]
Just got out of meeting. Do you want to call me on the number below?

Mark

Mark Camley

Executive Director of Park Operations and Venues

[Queen Elizabeth Olympic Park: a dynamic new metropolitan centre for London](#)

London Legacy Development Corporation
Level 10
1 Stratford Place, Montfichet Road
London
E20 1EJ

Direct line: 020 3288 [REDACTED]
Email: MarkCamley@londonlegacy.co.uk
Website: www.QueenElizabethOlympicPark.co.uk



For more information please visit www.QueenElizabethOlympicPark.co.uk

I work flexibly, which means that I sometimes email out of normal working hours because it suits me. That does not mean that I expect people to respond outside their normal working hours.

This communication and the information it contains is intended for the addressee only. It may be confidential, legally privileged and protected by law. Unauthorised use, copying or disclosure of any of it may be unlawful. If you have received this communication in error, please contact me immediately by email or telephone and then delete the e-mail and its attachments from your system. This email and any attachments have been scanned for viruses by Symantec and on leaving the London Legacy Development Corporation they were virus free. No liability will be incurred for direct, special or indirect or consequential damages arising from alteration of the contents of this message by a third party or as a result of any virus contained within it or attached to it. The London Legacy Development Corporation may monitor traffic data. For enquiries please call 020 3288 1800. London Legacy Development Corporation, Level 10, 1 Stratford Place, Montfichet Road, London, E20 1EJ.

www.queenelizabetholympicpark.co.uk

Regards [REDACTED]

[REDACTED] : Service Delivery Manager (Security)

International Quarter London
Estate Management Office, 1 Turing Street, Stratford, E20 1JR
Off: 0208 [REDACTED]
Mob: +44 (0) [REDACTED]
Email: [REDACTED]@mitie.com



From: [REDACTED]
Sent: 09 December 2019 13:40
To: [REDACTED] <[REDACTED]@urw.com>; [REDACTED] <[REDACTED]@wilsonjames.co.uk>; [REDACTED] <[REDACTED]@securitas.uk.com>; [REDACTED] <[REDACTED]@met.pnn.police.uk>; [REDACTED] <[REDACTED]@thestratford.com>; [REDACTED] <[REDACTED]@met.pnn.police.uk>; [REDACTED] <[REDACTED]@eu.jll.com>; [REDACTED] <[REDACTED]@leevalleypark.org.uk>; [REDACTED] <[REDACTED]@westfield-uk.com>; [REDACTED] <[REDACTED]@met.police.uk>; [REDACTED] <[REDACTED]@stratfordshopping.co.uk>; [REDACTED] <[REDACTED]@vam.ac.uk>; [REDACTED] <[REDACTED]@stratfordoriginal.com>; [REDACTED] <[REDACTED]@londonstadium185.com>; [REDACTED] <[REDACTED]@stratfordshopping.co.uk>; [REDACTED] <[REDACTED]@met.police.uk>; [REDACTED] <[REDACTED]@uk.g4s.com>; [REDACTED] <[REDACTED]@proudlybidvest.co.uk>; [REDACTED] <[REDACTED]@met.police.uk>; [REDACTED] <[REDACTED]@vibrantpartnerships.co.uk>; [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@met.police.uk>; [REDACTED] <[REDACTED]@met.pnn.police.uk>; [REDACTED] <[REDACTED]@met.pnn.police.uk>; [REDACTED] <[REDACTED]@britishcouncil.org>; [REDACTED] <[REDACTED]@met.pnn.police.uk>; [REDACTED] <[REDACTED]@ward-security.co.uk>; [REDACTED] <[REDACTED]@ward-security.co.uk>; [REDACTED] <[REDACTED]@fca.org.uk>; [REDACTED] <[REDACTED]@engie.com>; [REDACTED] - BT Sport <[REDACTED]@uk.issworld.com>; [REDACTED] <[REDACTED]@uk.issworld.com>; [REDACTED] (securitymanager@twelveESq.com) <securitymanager@twelveESq.com>; [REDACTED] <[REDACTED]@met.police.uk>; [REDACTED] <[REDACTED]@urw.com>; [REDACTED] <[REDACTED]@vsg.co.uk>; [REDACTED] <[REDACTED]@stratfordshopping.co.uk>; [REDACTED] <[REDACTED]@hereeast.com>; [REDACTED] <[REDACTED]@vam.ac.uk>; [REDACTED] <[REDACTED]@vam.ac.uk>; [REDACTED] <[REDACTED]msg.com>; [REDACTED] <[REDACTED]@hereeast.com>; Cc: [REDACTED] <[REDACTED]@thestratford.com>

Subject: IQL - Service Delivery Manager (Security) [REDACTED]

Dear All,

Please find this email as being my initial point of contact with a mobile number to be

confirmed shortly.

I look forward to working with you all and it would be good to schedule some individual catch ups over the coming weeks/ months.

For those that may have dealt with the site supervisor [REDACTED] at IQL, he leaves the organisation today for new pastures.

Brief Intro to my background: 26 years in the security industry

Served with the Parachute Regiment and Sussex Police

Aviation Security, Gatwick & Heathrow

Corporate in house and outsourced manned guarding

experience for National & International organisations

Regards [REDACTED]

[REDACTED] : Service Delivery Manager (Security)

International Quarter London

Estate Management Office, 1 Turing Street, Stratford, E20 1JR

Off: 0208 [REDACTED]

Mob: +44 (0) TBC

Email: [REDACTED]@mitie.com



Disclaimer

This email is sent on behalf of Mitie Group plc ("Mitie") head office:
Level 12, The Shard, 32 London Bridge Street, London, SE1 9SG
Registered in Scotland under company number SC19230
Registered Office: 35 Duchess Road, Rutherglen, Glasgow, G73 1AU
VAT No. 416 7066 54

This e-mail is strictly confidential and intended solely for the addressee(s).

It may contain personal and confidential information and as such may be protected by the Data Protection Act 2018 and the General Data Protection Regulation.

If you are not the intended recipient of this email you must:

(i) not disclose, copy or distribute its contents to any other person nor use its contents in any way or you may be acting unlawfully

(ii) contact Mitie immediately at privacy@mitie.com quoting the name of the sender and the addressee then delete it from your system.

From: [Tom Gee](#)
To: [REDACTED] [REDACTED] [msg.com](#)
Subject: FW: New Sales Invoice Raised
Date: 23 December 2019 17:11:34
Attachments: [image001.png](#)
[New Sales Invoice Raised \(96.0 KB\).msg](#)
[SINV 19150 Stratford Garden Development Ltd.pdf](#)
[CM 19151 Stratford Garden Development.pdf](#)

[REDACTED] [REDACTED]

Apologies for missing you off my response to [REDACTED] – please see below.

Best wishes,

Tom

Tom Gee
Financial Controller
Direct : 0203 288 [REDACTED]
Mobile : [REDACTED]
Email : tomgee@londonlegacy.co.uk

From: Tom Gee
Sent: 23 December 2019 17:10
To: [REDACTED] [msg.com](#)
Cc: [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Subject: FW: New Sales Invoice Raised

Hi [REDACTED]

Thanks for your email.

You are correct that invoice 19138 has been settled. However, since issuing the invoice, we have since realised that the invoice should not have had VAT applied to (as the site is not opted to tax).

Therefore, we have raised credit note 19151 (attached) to cancel the original invoice and we have since raised invoice 19150 (also attached).

No further payment is due from you and we will be arranging to refund the VAT element of the original invoice in due course.

I trust that is acceptable, but please let me know if you have any further questions on this.

Best regards,

Tom

Tom Gee

Financial Controller

Direct : 0203 288 [REDACTED]

Mobile : [REDACTED]

Email : tomgee@londonlegacy.co.uk

From: [REDACTED] [[mailto:\[REDACTED\]@msg.com](mailto:[REDACTED]@msg.com)]

Sent: 23 December 2019 16:18

To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>

Cc: [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED] <[REDACTED]@msg.com>

Subject: RE: New Sales Invoice Raised

Hi [REDACTED]

We have already paid this against invoice 19138 issued on 16 Dec so we will ignore Invoice number 19150. Is that okay?

Kind Regards,

[REDACTED]

From: [REDACTED] [[mailto:\[REDACTED\]@londonlegacy.co.uk](mailto:[REDACTED]@londonlegacy.co.uk)]

Sent: Monday, December 23, 2019 3:07 PM

To: [REDACTED] <[REDACTED]@msg.com>

Cc: [REDACTED] <[REDACTED]@londonlegacy.co.uk>

Subject: New Sales Invoice Raised

Hi [REDACTED]

Please see attached New Sales Invoice Raised.

Thanks

[REDACTED]

London Legacy Development Corporation
Finance Apprentice

Direct Line: 02032881800



For more information please visit www.QueenElizabethOlympicPark.co.uk

This communication and the information it contains is intended for the addressee only. It may be confidential, legally privileged and protected by law. Unauthorised use, copying or disclosure of any of it may be unlawful. If you have received this communication in error, please contact me immediately by email or telephone and then delete the e-mail and its attachments from your system. This email and any attachments have been scanned for viruses by Symantec and on leaving the London Legacy Development Corporation they were virus free. No liability will be

Bill-to

Stratford Garden Development Ltd
Suite1, 3rd Floor,
11-12 St James' Square
LONDON
SW1Y 4LB

Ship-to

Stratford Garden Development Ltd
Suite1, 3rd Floor,
11-12 St James' Square
LONDON
SW1Y 4LB

INVOICE

19150

Purchase Order

Invoice Date 20/12/19

No.	Description	UOM	Quantity	Unit Price	Amount
1	Hire of part of Pudding Mill Lane Compund A from 12 - 20 December 2019.		1	22,334.00	22,334.00
				Total	22,334.00
				VAT	0.00

Payment Terms 30 Days Due Date 19/01/20 Balance Due £22,334.00

Send remittance advice to

London Legacy Development Corporation, Level 10, 1 Stratford Place, Montfichet
Road, London, E20 1EJ
Email: financeteam@londonlegacy.co.uk
VAT Registration Number: GB 134 0978 13

Account Name: London Legacy Development Corporation
Bank Name: [REDACTED]
Sort Code: [REDACTED]
Account Number: [REDACTED]

Bill-to

Stratford Garden Development Ltd
Suite1, 3rd Floor,
11-12 St James' Square
LONDON
SW1Y 4LB

Ship-to

Stratford Garden Development Ltd
Suite1, 3rd Floor,
11-12 St James' Square
LONDON
SW1Y 4LB

INVOICE

19150

Purchase Order

Invoice Date 20/12/19

No.	Description	UOM	Quantity	Unit Price	Amount
1	Hire of part of Pudding Mill Lane Compund A from 12 - 20 December 2019.		1	22,334.00	22,334.00
				Total	22,334.00
				VAT	0.00

Payment Terms 30 Days Due Date 19/01/20 Balance Due £22,334.00

Send remittance advice to

London Legacy Development Corporation, Level 10, 1 Stratford Place, Montfichet
Road, London, E20 1EJ
Email: financeteam@londonlegacy.co.uk
VAT Registration Number: GB 134 0978 13

Account Name: London Legacy Development Corporation
Bank Name: [REDACTED]
Sort Code: [REDACTED]
Account Number: [REDACTED]

Bill-to

Stratford Garden Development Ltd
 Suite1, 3rd Floor,
 11-12 St James' Square
 LONDON
 SW1Y 4LB

CREDIT MEMO

19152

Credit Memo Date 23/12/19

No.	Description	Quantity	Unit Price	Amount
1	Credit to cancel Invoice 19138 which was raised with VAT applied.	1	-22,334.00	-22,334.00
			Total	-22,334.00
			VAT	-4,466.80

From: [REDACTED]
To: Tom.Gee
Cc: [REDACTED]
Subject: FW: New Sales Invoice Raised
Date: 23 December 2019 17:13:52
Attachments: [image001.png](#)
[New Sales Invoice Raised \(95.8 KB\).msg](#)
[SINV_19150_Stratford_Garden_Development_Ltd.pdf](#)
[CM_19151_Stratford_Garden_Development.pdf](#)

Tom,

Thanks for clarifying, copying in our accountant [REDACTED] who will comment on our behalf if necessary.

Kind Regards

[REDACTED]

From: Tom Gee [mailto:TomGee@londonlegacy.co.uk]
Sent: Monday, December 23, 2019 5:10 PM
To: [REDACTED] <[REDACTED]@msg.com>
Cc: [REDACTED] <[REDACTED]@londonlegacy.co.uk>
Subject: FW: New Sales Invoice Raised

Hi [REDACTED]

Thanks for your email.

You are correct that invoice 19138 has been settled. However, since issuing the invoice, we have since realised that the invoice should not have had VAT applied to (as the site is not opted to tax).

Therefore, we have raised credit note 19151 (attached) to cancel the original invoice and we have since raised invoice 19150 (also attached).

No further payment is due from you and we will be arranging to refund the VAT element of the original invoice in due course.

I trust that is acceptable, but please let me know if you have any further questions on this.

Best regards,

Tom

Tom Gee
Financial Controller
Direct : 0203 288 [REDACTED]
Mobile : [REDACTED]
Email : tomgee@londonlegacy.co.uk

From: [REDACTED] [mailto:[REDACTED]@msg.com]
Sent: 23 December 2019 16:18
To: [REDACTED] <[REDACTED]@londonlegacy.co.uk>

Cc: [REDACTED] <[REDACTED]@londonlegacy.co.uk>; [REDACTED]
<[REDACTED]@msg.com>

Subject: RE: New Sales Invoice Raised

Hi [REDACTED]

We have already paid this against invoice 19138 issued on 16 Dec so we will ignore Invoice number 19150. Is that okay?

Kind Regards.

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@londonlegacy.co.uk]

Sent: Monday, December 23, 2019 3:07 PM

To: [REDACTED] <[REDACTED]@msg.com>

Cc: [REDACTED] <[REDACTED]@londonlegacy.co.uk>

Subject: New Sales Invoice Raised

Hi [REDACTED]

Please see attached New Sales Invoice Raised.

Thanks

[REDACTED]

London Legacy Development Corporation
Finance Apprentice

Direct Line: 02032881800



For more information please visit www.QueenElizabethOlympicPark.co.uk

This communication and the information it contains is intended for the addressee only. It may be confidential, legally privileged and protected by law. Unauthorised use, copying or disclosure of any of it may be unlawful. If you have received this communication in error, please contact me immediately by email or telephone and then delete the e-mail and its attachments from your system. This email and any attachments have been scanned for viruses by Symantec and on leaving the London Legacy Development Corporation they were virus free. No liability will be incurred for direct, special or indirect or consequential damages arising from alteration of the contents of this message by a third party or as a result of any virus contained within it or attached to it. The London Legacy Development Corporation may monitor traffic data. For enquiries please call 020 3288 1800.

London Legacy Development Corporation, Level 10, 1 Stratford Place, Montfichet Road, London, E20 1EJ.

www.queenelizabetholympicpark.co.uk

From: [REDACTED]
To: [REDACTED]
Subject: Employment Targets
Date: 08 January 2020 16:03:28

Good Afternoon [REDACTED]

I hope you are well.

We're looking for some guidance on employment targets and hoping you can help, or you can forward this, or put me in contact with someone at LLDC who has either access to the data or can provide some useful insights.

We are committed to doing everything reasonable to meet sensible employment targets, but we need to be assured the targets are based on relevant local precedents and are therefore practically achievable. We intend to state these targets over the construction workforce and operational workforce phases, which we believe will have different employment characteristics and to state percentage targets of the local workforce for the following groups;

1. BAME communities
2. Women
3. People with declared disabilities
4. Trainees , apprentices and improvers

Any help much appreciated.

Best Regards

[REDACTED]

[REDACTED]

Operational Planning (UK)

The Madison Square Garden Company
4 Kingdom Street, Paddington, London W2 6BD
m +44 (0) [REDACTED]
e [REDACTED]msg.com

This message may contain confidential, privileged or proprietary information of the Madison Square Garden Company or its affiliates. If you have received this message in error, please inform the sender by email and kindly delete the message.