



December 24, 1996

Jane Carpenter,  
Government Office for London  
Riverwalk House  
Millbank  
London SW1

Dear Jane,

2 - 4 Hoxton Square

For your information, please find attached a copy of correspondence sent to the Department of National Heritage re. this project plus a copy, for your records, of the actual signed offer letter.

You should be aware that all legals have now been completed in order that the BFI takes on the main lease of the premises and sub-lets this to the London Film and Video Development Agency.

You should also be aware that all contractual details re the fit out of the spaces have been agreed and formal letters of intent have been sent to the contractors for them to start on the fit out at the beginning of 1997. I will send through a detailed schedule at the beginning of next year.

On a slightly less business theme, I am also happy to tell you that the project has been awarded £3m from the National Lottery. This will facilitate an upgrading of certain key elements of the project as well as a significant uplift in the quality of the production and post production capability. In short, the project should be significantly enhanced over what has been envisaged to date.

Thanks for your help to date

Best Wishes,  
Yours Sincerely

Steve McIntyre  
Chief Executive

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