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12 July 1983

TO: MR SCHOLAR, 10 Downing Street

cc: Mr Spence
Mr Courtney

FROM: DR NICHOLSON

PRIME MINISTER'S SEMINAR ON SCIENCE, TECHNOLOGY AND INDUSTRY, 12 SEPTEMBER

With the agreement of the Establishment Officer I have asked Mr Gerry Spence to look after the administrative side of this seminar. His immediate tasks are to settle outstanding issues with Lancaster House, especially the impasse as to whether or not the GHF will agree that this is within their terms of reference.

NRBN

CONQUEROR

M. FLECKER.



RESTRICTED

Department of the Environment

PSA Room 10/08

Property Services Agency

St Christopher House Southwark Street London SE1 0TE
Telex 21352
Telephone 01-928 7999 x 2395
GTN 2813

CABINET OFFICE
34
22 JUL 1983
FILING INSTRUCTIONS
FILE No.

R G Courtney Esq.
Cabinet Office
70 Whitehall
London
SW1A 2AS

cc. J. Nicholls
Mr. Spence
Mr. Flecker - No 10.

Our ref 83/C178

Your ref

Date 21 July 1983

Handwritten initials and date: 20/7

Dear Mr Courtney

PRIME MINISTER'S SEMINAR ON SCIENCE AND TECHNOLOGY : 12 SEPTEMBER 1983

1. Thank you for your letter of 14 July. I can confirm that Lancaster House accommodation has been reserved for the above seminar. As you are aware we are required to recover the cost of all Conference provisions from the client and your use of the building is, therefore, subject to your agreement to meeting these and the other conditions contained in this letter.

2. From our discussion at Lancaster House I understand that the following rooms will be required. The hiring charge for each will be as indicated :

a). Long Gallery	£845 per day
b). State Drawing Room	£425 " "
c). East Ante Room	£115 " "
d). West Ante Room	£115 " "
Setting Up Charge - Long Gallery only	£845 " "
TOTAL	£2345.00

These charges include all normal furnishings and cover the period required to set up and install equipment. They do not cover the cost of amplification which, for 12 microphones (6 at the top table plus 6 standing microphones among the delegates), amounts to a figure of £231.80 which includes VAT and PSA Establishment Charges.

3. This makes a grand total of £2576.80 and, though the cost may differ from the Estimate, as far as practicable, you will be told as soon as possible of any significant increase.

4. Perhaps you would also consider the following points :

i). The quotation does not include any provision for tape recording. Could you advise as to whether this will be required. Additional cost will be involved.

ii). You indicated at our meeting that you did not expect to need telephones. Could this be confirmed. For your information, a charge of £10 per instrument per day is made for those requiring domestic call facilities and £20 per instrument per day where International calls are needed.

iii). I understand the numbers attending to be 250 plus those on the top table and I attach, as promised, a suggested layout. I have allowed for nine people at the top table but I believe you envisage no more than six. Could you confirm. The press tables shown at the back can be moved to the rear of the block of seats at the garden end to allow more delegate space in the centre if you wish. The microphone operator shown can probably operate as efficiently from one of the interpretation booths at the north end which will also make slightly more space available on the floor. Could you please advise me of any changes you wish made and also the positions in the aisles you would like the standing microphones to occupy. I have allowed for six in my quotation but more can be provided if desired. Would you also advise whether a lecturn, free standing or table top, will be needed.

iv). With regard to the amount of accommodation reserved for you should you feel, in view of the numbers involved, that extra space is needed for the serving of refreshments or other purposes, the Music Room is available at an additional £500 and the West Drawing Room at £245. The latter is normally used as a Chairman's Office but I understand that this facility will not be required.

v). There is no car parking available in Stable Yard apart from a couple of spaces for Ministerial cars on the Green Park side. Parking is normally available on the Mall Horse Ride in front of St. James' Palace, with the agreement of the Royal Parks, but subject to any closure which would normally be for ceremonial reasons.

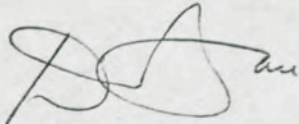
vi). You will be responsible for any catering provision and the first floor pantry is available to a caterer for preparation purposes. I think, however, you may be considering approaching the Government Hospitality Fund, joint occupiers of Lancaster House, for assistance in this.

5. Cancellation fees are payable and the following will apply in this case :

a). Notice given between 1 and 2 months prior to the date of the meeting : client liable for 75 % of the total cost.

b). Notice given within 1 month of the date of the meeting : client liable for total cost.

6. If these conditions are acceptable would you please confirm and sign the undertaking at the end of the attached copy letter. Would you please advise on any points raised in paragraph 4.

Yours sincerely,


D C BALL
London Conference Section

- UNDERTAKING : 1. I/We agree to pay the full and final costs of the service including Departmental Expenses and VAT and any attendant financial liabilities resulting from this provision.
2. I/We agree to deposit funds in advance on request by PSA Accounts Division.
3. I/We agree to the cancellation fees as contained in the attached letter.

SIGNED :

NAME IN CAPITALS :

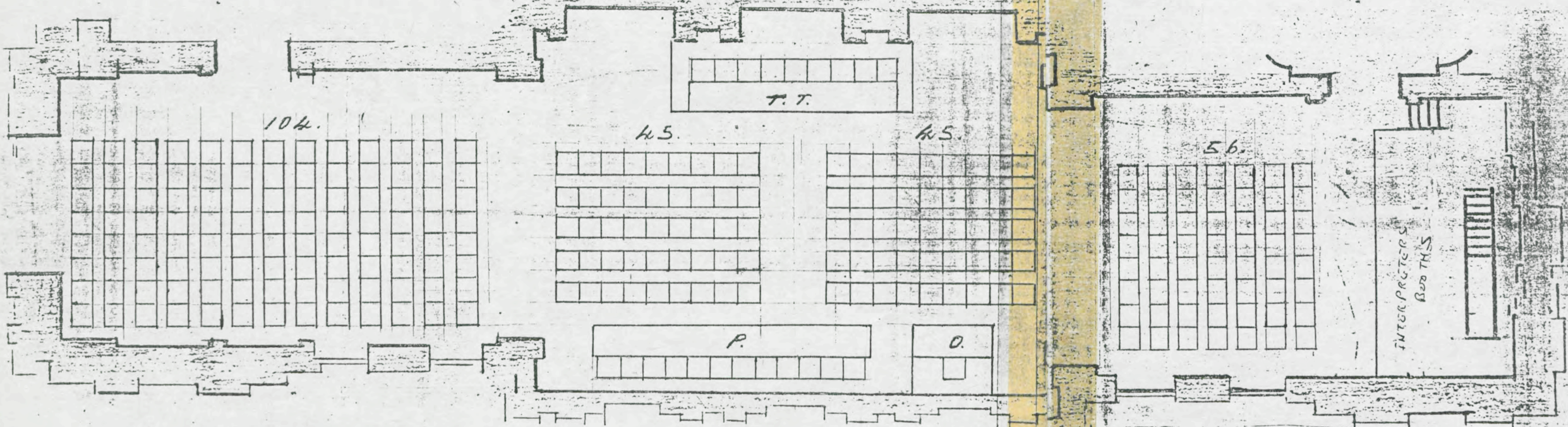
ON BEHALF OF :

DATE :

LANCASTER HOUSE LONG GALLERY

SEMINAR 12TH SEPTEMBER 1983

EAST ANTE ROOM



- T.T. - TIP TABLE ON DRAIS.
- O. - OPERATORS TABLE ON DRAIS.
- P - 4 TABLES FOR PRESS.
- 4 BLOCKS OF CHAIRS TOTAL 250.
- WITH 6 FT. GAIANGWAYS BETWEEN.

no
Hw013

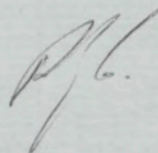
MR FLECHER - No. 10

c Dr Nicholson

pa ✓
14 July 1983

PRIME MINISTER'S SEMINAR - 12 SEPTEMBER.

I received your telephone message asking me to book Lancaster House for this event. This I have done; a copy of my letter to Mr Ball is attached. I shall re-direct any subsequent invoices to you!



R G COURTNEY



CABINET OFFICE

70 Whitehall, London SW1A 2AS Telephone 01-233 7478

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Hw012

D Ball Esq
Property Services Agency
St Christopher House
Southwark St
London SE1

14 July 1983

Dear Mr Ball

PRIME MINISTER'S SEMINAR ON SCIENCE AND TECHNOLOGY - 12 SEPTEMBER 1983

I have been asked by the Prime Minister's office to confirm the booking for the Long Gallery of Lancaster House and adjacent rooms as we discussed at our recent meeting there. No doubt you will confirm the details in due course. You were also intending to send a seating plan of the Long Gallery arrangements.

R G Courtney
R G Courtney

R G COURTNEY

Tim Speake to
Mr Courtney
A1

Over to you

MCS 11/7

Hw1015

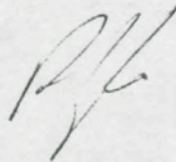
DR NICHOLSON

c Mr Scholar

7 July 1983

PRIME MINISTER'S SEMINAR - 12 SEPTEMBER 1983.

1. Mr Ball (PSA) is, not unreasonably, pressing me for a formal written booking for Lancaster House on this day. I presume this should come from No. 10; perhaps Mr Scholar would arrange.



R G COURTNEY

SCIENCE + TECH: Public Seminars

March 1983



010
Mr Fisher

Science + Technology
Seminar
file.

Hw0981

DR NICHOLSON

c Mr Scholar

27 June 1983

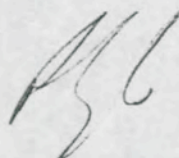
PRIME MINISTER'S SEMINAR - 12 SEPTEMBER.

At your request, I visited Lancaster House and discussed possible arrangements with Mr Ball (PSA). The Long Gallery, which is the only room capable of taking 250 people, does not have the ideal proportions for a conference being, as one might expect, rather too long and narrow - but it is not unreasonable. The top table could be put half way down one side with a block of seats facing it and two other blocks facing inwards from each end. Everyone would have a reasonable view.

We would need to use several ante-rooms, including the Ballroom, for coffee and tea. There are no suitable facilities for lunch on that floor, but if we employ GHF as our caterers (as I presume we would do), they have appropriate facilities on the ground floor.

You have probably been to Lancaster House yourself. It is exceedingly ornate, with masses of gold leaf, and you may perhaps feel that the setting is somewhat overpowering - particularly for a conference concerned with technology. We need also to consider the cost involved in using it. I do not know what budget has been allocated to this event, but the likely cost of hiring the accommodation would be £2000 - £2500. (The Long Gallery costs £845 per day and we would incur a setting-up charge equivalent to a day's rent; there would be smaller charges for the other rooms.) We would also have to make our own arrangements concerning security, reception, guidance to delegates etc since the PSA merely operate the building - they do not provide a conference service.

Mr Ball has offered to prepare a seating plan for us but clearly would like to have a written booking in the near future.



R G COURTNEY

28 JUN 1987

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pps p1.

Mr Plesher

wd you deal

with these bolts and
nuts?

MCS 10/5

9 May 1983

RESTRICTED

Hw0896

DR NICHOLSON

c Mr Scholar

PRIME MINISTER'S SEMINAR - 8 JULY.

As requested, I have booked accommodation at Lancaster House for this event. This was done by means of a telephone call to Mr D Ball, PSA, St Christopher House (2813 - 2395). There will need to be written confirmation in due course. Mr Ball pointed out that, now that PSA were a repayment organisation, a fee would be payable for the use of the accommodation. This will presumably fall to No. 10 funds, the exact sum being determined once the detailed arrangements are made.

R G COURTNEY