

6th September, 1968

G. Brownstone Esq.,
Banqueting Manager,
Cafe Royal,
Regent Street,
London, W.1.

Dear Mr. Brownstone,

I now confirm the telephone conversation we had this morning when I asked you to reserve the Elysee Room for 3 p.m. on Thursday, 3rd October, for a Press Conference.

It is expected that about 200 persons will attend the conference, but I will be able to give you a more accurate figure nearer the date. Chairs will be required and a top table to accommodate seven people.

We expect the preliminary discussion to last about one hour, after which we would like tea and small sandwiches to be served and the following drinks to be available :

Whisky
Sherry
Gordon's gin
Daiquari Rum
Lamb's Rum
Lemon Hart Rum
Vodka

together with Moet et Chandon champagne (NV) and some assorted canapes. We intend that champagne should be the main drink.

If you have any queries please do not hesitate to telephone to me.

Thanking you for your attention in this matter.

Yours sincerely,

Secretary
Miss B. Griffie-Williams