

WESTFIELD COLLEGE

(UNIVERSITY OF LONDON)

HAMPSTEAD N.W.3

TEL. 7601/6 HAMPSTEAD

28th October, 1964.

Dear Arthur,

We are booked into Canterbury Hall, Cartwright Gardens, W.C. 1., for the nights of 27/28 March, 1965. Cartwright Gardens is about five minutes walk from Connaught Hall, or perhaps less. The charges are: bed, breakfast and dinner £1.6.0., plus 2/6d staff fund, per person per day. Lunch 5/6d per person. I am sure you will be as relieved as I am to hear that morning coffee and afternoon tea can be served, if required, at a charge of 1/- per person. The Domestic Bursar of Canterbury Hall seems very helpful. She tells me that there may be one or even two other conferences at that time, but that their numbers will be small, and that as they had only made enquiries at the moment, we shall have first claim on a room for the meeting. She has suggested that I should call in there at some time before the conference, to select the best room. Are you going to be in London in the next few months? If so, perhaps we could go and look at Canterbury Hall together. Failing that, shall I go and look out a likely room?

I have paid the £10 deposit, and collected this from Paul. My provisional booking was for 15-20 rooms, but a confirmation has to be received by Canterbury Hall by Monday, 2 November. At that time we have to guarantee payment at the full rate for not less than 75 per cent. of the confirmed number of places required. In these circumstances I think that the best course might be to confirm for 20 places, which would make us liable for not less than 15. If I don't hear from you or from Barrass (I am sending him a copy of this letter) by Saturday, can I assume that you want me to confirm for 20 places? It is a pity that we have to send the confirmation so soon after the initial booking, but on the other hand, I suppose we are fairly lucky to get into a reasonable place at this sort of notice.

Meal-times seem to be very slightly more civilised than those at Connaught Hall, and the regulations - which cover two sides of a foolscap sheet - don't seem unduly repressive.

I hope that these arrangements suit you. If there is anything that you want me to change or ~~do~~, let me know, and I will see what I can do.

Yours ever,

*Alan*