

11<sup>th</sup> July 2007

Our Ref: PDP/ljf/17521

Gledstanes Management Limited  
C/o Canterbury Mansions  
Lymington Road  
London  
NW6 1SE

For the attention of Chris O'Callaghan

Dear Chris,

**RE: 40 GLEDSTANES ROAD, LONDON, W14**

Please find attached a copy of Mr Kimpton's reply letter dated 9<sup>th</sup> July 2007.

I will be sending him the Insurance details today and copy you for information.

I also attach our Proforma Invoice (No 5253) dated 11<sup>th</sup> July 2007 for £3,000.00 + VAT as agreed.

Please could you arrange payment so we can forward our own deposit cheque to Queens Club and confirm the start date of Wednesday 1<sup>st</sup> August 2007.

I trust the above meets with your approval.

Yours sincerely  
for Priest Restoration Limited



**PHILIP D. PRIEST**  
**MANAGING DIRECTOR**

Cc J Molyneux – Priest Restoration Ltd (Accounts Dept)

**PRIEST RESTORATION LTD**

96 Moyser Road, London SW16 6SH

Tel: 020 8677 5660

Fax: 020 8677 2550

enquiries@priestrestoration.co.uk

**www.priestrestoration.co.uk**

Registered in England No. 2742693 • VAT Reg. No. 603 1275 84

Managing Director: P.D. Priest • Directors: J.C. Birdseye • J.P. Barnes • Company Secretary: D.B. Priest



Priest Restoration Ltd are members of:  
The Stone Federation of Great Britain, Constructionline and Safe Contractors

**PRO FORMA INVOICE No 5253.**

Gledstanes Management Limited  
C/o Canterbury Mansions  
Lymington Road  
London  
NW6 1SE

RE: 40 Gledstanes Road  
W14

**For the attention of C O'Callaghan Esq.** OUR REF. No. PDP/WO.4141

DATE of SUPPLY 11th July 2007

**INVOICE No.1**

1 To first payment on the above project as per our revised  
letter/Quotation dated 28.3.07. Payment Terms, Item (i)

3,000.00

Plus VAT @ 17.5%

525.00

**£3,525.00**

***Please make cheques payable to: PRIEST RESTORATION LIMITED***

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## SUMMARY

### FRONT ELEVATION

1.0	Scaffold Access and Alarm	£ 2,160.00	
2.0	Masonry Repairs	£ 1,690.00	
3.0	Decorations	£ 3,590.00	
4.0	Basement Store Doors – PSum	£ 550.00	
5.0	Basement Steps – PSum	£ 550.00	
6.0	Front Elevation – Rainwater Goods PSum	£ 350.00	
7.0	Preliminaries	£ 350.00	
8.0	Brick Cleaning Front Elevation	Included	£ 9,240.00

### ROOF WORKS

9.0	Roof Works		£ 1,952.00
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### REAR ELEVATION

10.0	Scaffold Access	£ 1,870.00	
11.0	Decorations	£ 3,070.00	
12.0	New Balcony Railings	£ 1,460.00	
13.0	Preliminaries	£ <u>150.00</u>	£ <u>6,550.00</u>

**TOTAL**    £17,742.00

14.0	Contingency Sum		£ 1,000.00
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All prices are exclusive of VAT to be added at 17.5%.

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**Scaffold Deposit:** We have been informed by Queens Club that there is a scaffold deposit fee of £3,000.00 to pay prior to works commencing, to allow for the necessary access for our scaffolders lorry. We are required to enter into a contract with Queens Club.

**Payment Terms:** Due to the requirements of Queens Club, we would request the following payment terms based on the main contract sum of £17,742.00:

- (i) £3,000.00 with Order and prior to works commencing.
- (ii) £4,000.00 upon completion of all scaffold erection.
- (iii) £10,742.00 (plus any instructed additional works) upon completion of the works, within 7 days of invoice.

**PROGRAMME:**

We propose the following programme dates subject to your early instructions:

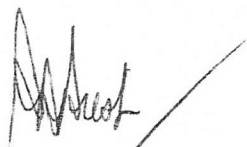
- i) Commence scaffold erection wk/c 10<sup>th</sup> April 2007.
- ii) Completion of scaffold works wk/e 20<sup>th</sup> April 2007.
- iii) On site works, masonry repairs, decorations and roof repairs: wk/c 16<sup>th</sup> April 2007 to wk/e 25<sup>th</sup> May 2007.
- iv) Dismantle scaffold and completion by 1<sup>st</sup>/4<sup>th</sup> June 2007.

**ATTENDANCES BY CLIENT**

- (i) Mains water supply.
- (ii) Mains electricity supply.
- (iii) Full access and continuity of work.

I trust the above meets with your approval and await your further instructions.

Yours sincerely  
for Priest Restoration Limited



**PHILIP D. PRIEST**  
**MANAGING DIRECTOR**

11<sup>th</sup> July 2007

Our Ref: PDP/ljf/17520

The Queens Club  
Paliser Road  
West Kensington  
London  
W14 9EQ

Fax: 020 7386 8295

For the attention of Mr D Kimpton – Grounds Manager

Dear Mr Kimpton,

**RE: 40 GLEDSTANES ROAD, LONDON, W14**

Thank you for your letter of reply dated 9<sup>th</sup> July 2007.

I therefore attach a copy of both Employers and Public Liability Insurance details for our scaffolders AGS Scaffolding Ltd and ourselves as Principal Contractor.

I also confirm our agreement to the terms and conditions set out in your letter dated 9<sup>th</sup> July 2007.

I will forward our deposit cheque for £3,000.00 shortly, as soon as our Client has confirmed our proposed start date of Wednesday 1<sup>st</sup> August 2007.

I trust the above meets with your approval.

Yours sincerely  
for Priest Restoration Limited



**PHILIP D. PRIEST**  
**MANAGING DIRECTOR**

Cc Mr Chris O'Callaghan – Gledstanes Management Ltd

Encl.

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## The Queen's Club

Palliser Road, West Kensington, London, W14 9EQ Telephone: 020 7385 3421 Fax: 020 7386 8295 [www.queensclub.co.uk](http://www.queensclub.co.uk)

Monday 9<sup>th</sup> July 2007

10 JUL 2007

Priest Restorations Ltd  
96 Moyser Road  
London  
SW16 6SH

Dear Mr Priest,

**40 Gledstaines Road, London, W14.**

We agree that you have a licence, determinable by us at any time to enter The Queen's Club grounds to erect and dismantle scaffolding. Your right to enter is only to be at times agreed by us. This right shall not extend to the admission of workmen, the provision of materials, the parking of vehicles and to any other act other than the erection of the scaffolding.

You will pay us the sum of £3000 per house prior to your being admitted to the site. This sum will be held by us as a deposit against all and any damage caused to the land and or buildings upon it. The cost of repairing and replacing anything damaged by you in the exercise of such right shall be deducted from the sum of £3,000 and any monies due in respect of such damage in excess of that sum will be paid by you to us.

Following receipt of this letter, a copy of the indemnity and public liability insurance cover from both the main contractor and scaffolding company together with written agreement to the above terms, must be submitted to the Club.

Yours sincerely

D Kimpton  
Grounds Manager



# SIMMONS GAINSFORD INSURANCE SOLUTIONS LIMITED

## CERTIFICATE OF LIABILITY INSURANCE

INSURED: AGS Scaffolding Limited  
Scaffolding and Hoarding Contractor

This is to certify that the policies of insurance listed below have been issued to the insured specified above, through our agency.

The certificate evidences coverage as at the date of this certificate only and should this be cancelled, assigned or changed during the policy period in such manner as to affect this document no obligation for Simmons Gainsford Insurance Solutions Limited to notify the holder of this document is accepted.

The terms, conditions and exceptions of the policy will always prevail and issue of this document does not make the holder an additional insured, nor does it modify in anyway the Contract of Insurance between the Insured and the Insurer.

### EMPLOYERS LIABILITY

Insurer: Quinn Direct  
Policy No: GED/COM/0026448  
Limit of Indemnity: £10,000,000 each and every claim  
Period: 13 November 2006 – 13 November 2007

### PUBLIC/PRODUCTS LIABILITY

Insurer: Quinn Direct  
Policy No: GED/COM/0026448  
Limit of Indemnity: £5,000,000 each and every claim but in the aggregate in respect of Products Liability  
Period: 13 November 2006 – 13 November 2007

### EXCESS EMPLOYERS/PUBLIC/PRODUCTS LIABILITY

Insurer: Not Insured  
Policy No: Not Insured  
Limit of Indemnity:  
Period:

### PROFESSIONAL INDEMNITY

Insurer: Not Insured  
Policy No: Not Insured  
Limit of Indemnity:  
Period:

  
On behalf of  
Simmons Gainsford Insurance Solutions Limited

22/11/06  
Date

7/10 Chandos Street, Cavendish Square, London W1G 9DQ.

Tel: 020 7447 9000 Fax: 020 7447 9001  
[www.simmonsgainsford.co.uk/insurance](http://www.simmonsgainsford.co.uk/insurance)

Registered in England No: 4016753

Authorised and regulated by the Financial Services Authority



BIBA



TO WHOM IT MAY CONCERN

PF

13th October 2006

Dear Sirs,

**PRIEST RESTORATION LTD – INSURANCE ARRANGEMENTS**

We act as Insurance Brokers for the above company and confirm that our clients have in force Employers' Public and Products Liability and Contractors All Risks insurance covers as detailed below.

**Employers' Liability**

Insurer: Axa  
Policy No.: ME COM 1202923  
Renewal Date: 23rd October 2007  
Clauses Included: Indemnity to Principal.  
Contractual Liability.

Limit of Indemnity: £10,000,000.

**Public & Products Liability**

Insurer: Axa  
Policy No: ME COM 1202923  
Renewal Date: 23rd October 2007  
Clauses Included: Indemnity to Principal  
Contractual Liability.  
Working Risk of Own and Hired in Plant.

Limit of Indemnity: £2,000,000 any one occurrence, unlimited in any one period of Insurance

**Excess Public Liability**

Insurer: D A Constable at Lloyds  
Policy No: T.B.A.  
Renewal Date: 23rd October 2007  
Limit of Indemnity: £3,000,000 in excess of the Primary £2,000,000 with Axa

**Towergate Risk Solutions Sevenoaks**

26-28 Pembroke Road, Sevenoaks, Kent TN13 1XR

Tel: 0870 905 6200 Fax: 0870 905 6201 [www.towergaterisksolutions.co.uk](http://www.towergaterisksolutions.co.uk)

Towergate Risk Solutions and Towergate Risk Solutions Sevenoaks are trading names of Towergate Underwriting Group Limited  
Registered in England No. 4043759 Registered Address: Towergate House, 2 County Gate, Staceys Street, Maidstone, Kent ME14 1ST  
Authorised and regulated by the Financial Services Authority

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**Contractors All Risks**

Insurer: Axa  
Policy No: ME COM 1202923  
Renewal Date: 23rd October 2007

'All Risks' cover is provided in respect of the Contract Works subject to a maximum contract value of £1,000,000.

'All Risks' cover is provided in respect of Hired In Plant subject to a limit any one item of £75,000

An excess of £500 applies to each and every claim increase to £750 for theft and malicious damage.

We trust that this provides the information, which you require although additional details can be supplied upon request with the authority of the policyholder.

Yours faithfully,



Paul Featherstone  
Email: Paul.Featherstone@towergate.co.uk

28<sup>th</sup> June 2007

Our Ref: PDP/ljf/17449

The Queens Club  
Paliser Road  
West Kensington  
London  
W14 9EQ

For the attention of Mr D Kimpton

Dear Mr Kimpton,

**RE: 40 GLEDSTANES ROAD, LONDON, W14**

Further to your letter to ourselves dated 7<sup>th</sup> August 2006, we have now received instructions from the landlord Mr Chris O'Callaghan of Gledstanes Management Ltd to proceed with works to the above property.

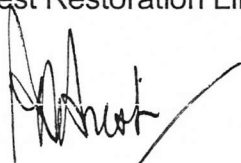
We are proposing to commence erection of scaffolding to the rear elevation around 1<sup>st</sup> August, subject to your agreement and access arrangements.

Last year you advised us to pay a deposit sum of £3,000.00 prior to being admitted to the site. I also understand we will need to fill in an indemnity form and forward copies of our own and our scaffolders Public Liability insurance.

Please could you therefore send the appropriate form to me and I will return the required paperwork and cheque to you, so we can proceed.

I look forward to hearing from you.

Yours sincerely  
for Priest Restoration Limited



**PHILIP D. PRIEST**  
**MANAGING DIRECTOR**

Cc Gledstanes Management Ltd  
C/o Regalmain Ltd  
Canterbury Mansions  
Lymington Road  
London NW6 1SE

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