

The Honourable Society of the Inner Temple

REPORT OF THE FEASIBILITY OF PARTITIONING THE LIBRARY FOR ALTERNATIVE USE.

In January 2011, the Executive Committee commissioned this report as part of a wider review into the utilisation of the Inn's space resources (see appendix I).

Two other projects have also been implemented (see appendix 2).

For the purposes of this evaluation exercise three assumptions have been used:

1. Alternative use would only take place after 5pm weekdays and all day weekends.
2. Only rooms E, F and G would be designated for alternative use (Appendix 3)
3. The rooms would be used for a range of educational facilities provided by the Inn and external legal organisations. The original brief (appendix 1) indicated use only by the education and training department, but the Treasurer and Reader have suggested this could be expanded to include committee meetings and some external uses akin to how the Inn might use these rooms itself.

The response from the Library Committee is that in principle it would prefer not to have any alternative usage at all, but if there was to be use by the E & T Department, without more details as to the sort of uses contemplated by them, it was difficult to suggest appropriate "ground rules". That is not to say that, by prior agreement, some outreach visits and exercises organised by the E & T department are not already taking place. The Librarian has been helpful in accommodating these. They are however few in number. Overall the view of the Library Committee as summarised by Master Beatson is:

- (i) Without more details about the sort of uses wanted and contemplated by the E&T department (and others) it is difficult to provide a complete response from the Library viewpoint. (During the discussion Master Beatson said he had spoken to Master Francis who chairs the E & T Committee. Master Francis said there was pressure to increase E & T's activities and they could usefully use as much space as they could get.)
- (ii) There are two questions which should be kept separate: increased use outside Library hours and use of part of the Library during opening hours by E&T.

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- (iii) As to use during Library opening hours, there are two big issues of principle. First, what, if any, E & T use should there be. Secondly, if there is to be such use, the consequences for access (a) to the collections in the rooms being used, and (b) and to IT facilities in the rooms and other parts of the Library.
- (iv) The Director of Estates' paper accepted that there could not be non-Library use during opening hours without soundproofing the rooms to be used. Master Beatson said he was surprised at the estimated figures given for the installation of doors, which seemed to him to be low. He also said that the proposals for soundproofing did not include any changes to areas of the Gallery above Rooms D and E between the two rooms or any work which might have to be carried out to ensure that creating rooms within rooms complied with the fire precautions regulations.
- (v) If rooms in the Library are used after 5 pm, the librarian on duty would have to retrieve books users wish to consult. Thought was needed as to how this would work in practice and whether it fits in with the way people carry out legal research. Particularly in the case of research into case law this generally involves consulting a number of volumes, with for example, information from one case leading to the need to consult another case in another volume, both of which may be in the room then being used for a meeting.
- (vi) In view of the increasing importance of online legal resources and IT facilities, consideration will also have to be given to the impact of the installation of doors on the Library's current IT arrangements for access to wi-fi and for database access.
- (vii) One house rule the Library Committee might wish to require is that during Library opening hours there should be no diminution in the readers' ability to use the core collections of English cases, statutes, and textbooks and in access to web facilities. Master Beatson noted that the paper by the Director of Estates did not envisage that Room D (containing the core collection of English law reports), will be used for non-Library purposes during opening hours and observed that this should also be the case for Rooms H & J which contain the core collections of English textbooks and legislation. It cannot be the case that readers be required to access these core collections through a librarian during Library hours.

The one piece of information that the Library committee did not have before it is recent usage figures (Appendix 4). The most recent user survey suggests just below hundred people a day use the Library. Evenings are most popular at 12 to 14 people with on average at any one time of 8 to 12 users. This can and does of course fluctuate but overall it should not be difficult to minimise disturbance to them when a far greater number of people will benefit from the facility. Rooms E, F and G are those which, if re-configured, will cause the least disturbance being at the furthest distance from the helpdesk to which as many as 50 per cent of all library users refer. The Inn

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has investigated the use of other nearby facilities notably the RCJ which we already use for our annual mock trials. Rooms are free, if available, but costs of security guards at evening/weekend overtime rates are expensive. It is also a far less convenient location for us. There are those who would also like to see the library re-integrated more into the teaching life of the Inn, as it was before 1941 when a 60 seater lecture theatre was located in the heart of the library (Appendix 5).

Today, students who use the library will not always need access to books and journals. Its ambience and now wifi facilities make it an attractive place to write essays that is unlikely to be diminished by other student events taking place at the same time. This may partially explain the high attendance peak in April, immediately prior to Bar exams. (Appendix 5). So the debate about disturbance for library users is a key factor in determining whether or not this project should proceed.

Rooms E, F and G appear to be the most appropriate for conversion. They are large enough for small seminars, committee meetings and advocacy training. They can be segregated from the rest of the library more easily than any other rooms. Room E does contain a major part of our Commonwealth collection jointly funded by all four Inns. The librarian can give a more detailed analysis of its usage, and (given the point made by the Library Committee at (v) above) the viability, if necessary, of putting the collection in another part of the library, with less used collections going into the Room E, after a trial period. The furniture in Room E would need to be reconfigured. If Room F has extensive 'advocacy' use a permanent video camera may be necessary, akin to the new training rooms in the Middle Temple, adapted within its American library. Their more extensive conversion of eight rooms and a seminar room is well worth a visit. It cost £150,000 including audio visual equipment. Rules would need to be established for access to the material in these rooms when they are in use for other purposes.

A report from the Collector (Appendix 6) indicates how many in-house events and Committee meetings could move to the library (Rooms E, F and G). Room E in particular would also be suitable for larger Committee meetings (Executive, E & T, Estates, BLC, Library) and it may be no bad thing for their members to visit the library regularly as an aid to its general promotion. Looking ahead, the Inn will have an ever growing need for teaching rooms with the introduction of QAA, the new CPD

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rules and our share of the proposed ATC courses. Put simply Master Francis has said that the Education & Training department can take every room they can get.

The spaces freed up in the Treasury Building, using the Collectors cautious assumptions, would generate £38,000 per annum in external income. This surplus would go to the Inn, not its catering contractor. The Catering Manager has confirmed that on recent trends the rooms freed up by this exercise are very lettable.

Such a re-alignment would also allow the Inn to convert the advocacy facilities in 1 Paper Buildings (top floor) into a residential apartment with a further rental gain of £16,000 after two years.

Technical aspects:

As is the case with most 1950's buildings, asbestos was widely used in construction. The Surveyor has estimated the cost of partitioning rooms E, F and G at £20,000 (Appendix 7). Both the main floor and gallery above would be partitioned. The new doors would need to be open permanently during daytime to facilitate access yet would be sound proofed when closed for alternative use. Several such systems exist but would need fixing to existing columns/structures.

This is where the need for an asbestos survey is crucial, particularly at the fixing points. If found, it can be removed (cf Sergeants Inn) although this would add to the cost.

The current wifi access in the library may need to be redesigned to ensure that partitioning does not reduce the strength of the signal. The cost is not expected to be significant. The computers in room E and F may have to be relocated if the Librarian assesses that they are used regularly in the evenings.

The Inn makes its financial decisions on a corporate, rather than departmental, basis. However, the ability to generate significant revenue from this project would certainly assist in the funding of the library budget which for years has struggled with the cost of books, journals and licences, racing ahead of inflation.

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Again, on a corporate view, it is hoped that all this and the two projects referred to in Appendix 2 will collectively go a substantial way to funding the Inn's additional pension obligations of £290,000 per annum, and at £212,000 they do.

The Executive Committee is invited to decide whether or not to proceed with this project. This would be subject to approval of a fully costed proposal.

Patrick Maddams
Sub-Treasurer
12 July 2011



THE HONOURABLE SOCIETY OF THE INNER TEMPLE
TREASURY OFFICE, INNER TEMPLE, LONDON EC4Y 7HL

MEMORANDUM

To: Richard Snowdon
Margaret Clay
Fiona Fulton
Vicky Portinari

cc: Master Reader
Master Beatson
Master Spencer
Master Francis
Master Hammerton

From: Sub-Treasurer

Date: 10 February 2011

Subject: UTILISATION OF THE INN'S SPACE RESOURCES:

A key objective for 2011 is to assess how the Inn can make greater use of its existing space resources. The Inn's own demands on its facilities continue to grow with a corresponding restriction on their availability for commercial lettings.

In particular, I would like us to examine the potential for using the Inn's library space for in-house activities especially where there would be a corresponding "freeing up" of the Treasury Building apartments. I aim to have an initial assessment available to the Executive committee at its meeting on 29th March 2011.

As a start, could I ask the following to give me their written thoughts and ideas by the end of February:

Richard Snowdon: Outline of how the library might be partitioned to create sound proofed seminar style rooms.

Margaret Clay: To set out the "House Rules" under which such facilities would be used. I envisage this would be mainly in the evenings and at weekends.

Fiona Fulton: To estimate what current and potentially new E & T events might be held in such a suite of seminar rooms.

Vicky Portinari: An estimate of additional commercial revenue that might be achieved from greater use of Bench apartments.

I envisage that this will be a collaborative project between us all to which we can all sign up if our investigations conclude that such a scheme is possible, desirable and affordable.

As a start, Yasmin will arrange for us all to meet so that our individual contributions can be co-ordinated with assistance from others as necessary.

The Honourable Society of the Inner Temple

Executive Committee

10 May 2011

Item 5: Utilisation of the Inn's resources and facilities:

For 2011 the Executive Committee agreed that the Inn should seek to identify areas where a greater utilisation of its resources and facilities might be achieved.

This paper gives an update.

1. Office accommodation:

Arrangements are now complete for the Estates and Finance departments to relocate into two floors of 6 KBW. The lost rental income for the two floors will be £78,000 p.a. and there will be minimal fit out costs as the premises have recently been refurbished. There will be a saving of £90,525 per annum by the Estates department vacating Hamilton House as well as the efficiency of having its staff located within the Inn. The finance department currently occupies the ground floor of 3 KBW which goes to Littleton Chambers for a rental of £85,000 per annum as adjacent space to their current premises. This will allow the commencement of negotiations with Littleton Chambers for a new 10 year lease with them. The initial net effect is an additional income to the Inn of £97,525 per annum and the prospect of securing a major tenant on a long term basis.

The Inn has also reassessed the use of two vacant floors in 2 KBW whose configuration is not ideal for chambers and where we have been unable to find tenants.

One floor has potential for conversion to a residential flat at an approximate annual rental income of £24,000, which is being investigated. The other floor might be suitable at a relatively modest rent of £57,787 per year for a publicly funded set of chambers which would wish to have a KBW address. The combined conversion and refurbishment costs for both floors is estimated at

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£200,000. We have recently let a ground floor set at 9 KBW to a new criminal set on similar terms on a short term basis.

2. Facilities Management:

A key component of the 'Acuity' report commissioned in 2007, which examined the future management of the Estate, was that the Inn would benefit by bringing together the oversight of its various facilities under a single Manager. An appointment was made in 2008. Since then the Inn's staff have managed an increasing number of large events and become more competent and better co-ordinated in their management. Recent examples include the Dudley Revels and Democracy & Law conference. Looking ahead we will be able to host the World Bar Conference in 2012. Given this increased competency we have therefore been able to re-organise the way we manage all our events at an annual saving of £61,500.

3. Partitioning of the Library:

A study is underway, co-ordinated by the Sub-Treasurer, to evaluate whether a sensible partitioning of some library rooms might be feasible, desirable and financially viable. This is on-going as a number of technical issues still need to be evaluated notably to do with acoustic insulation, asbestos removal and wifi availability. The financial *raison d'être* would be to use such rooms for educational activities and the Inn's committee meetings thereby freeing up the Treasury apartments for additional corporate income. If achievable it would also allow for the advocacy training suite at 1 Paper Buildings to be converted to residential accommodation, for which there is a strong demand. However, no conclusion has yet been reached and the effect on the library, its users and staff, will be carefully considered, before any recommendation is made.

Sub-Treasurer
13th April 2011

PLAN OF MAIN FLOOR

APPENDIX - 3

Main Floor Collections & Bay Nos

Entrance
Reference Books

Rooms A & B
Journals & Pamphlets 1-29

Room C
EU Law 73-75 & 30-45
Dictionaries 45-48
Old (pre-1865) Law Reports 48-61
International Law 62-71
Human Rights 71-73

Room D
Law Reports & Digests 76-121
Atkin's Court Forms 121
Encyclopaedia of Forms and Precedents 122

Rooms E* & F*
Commonwealth Law 123-197

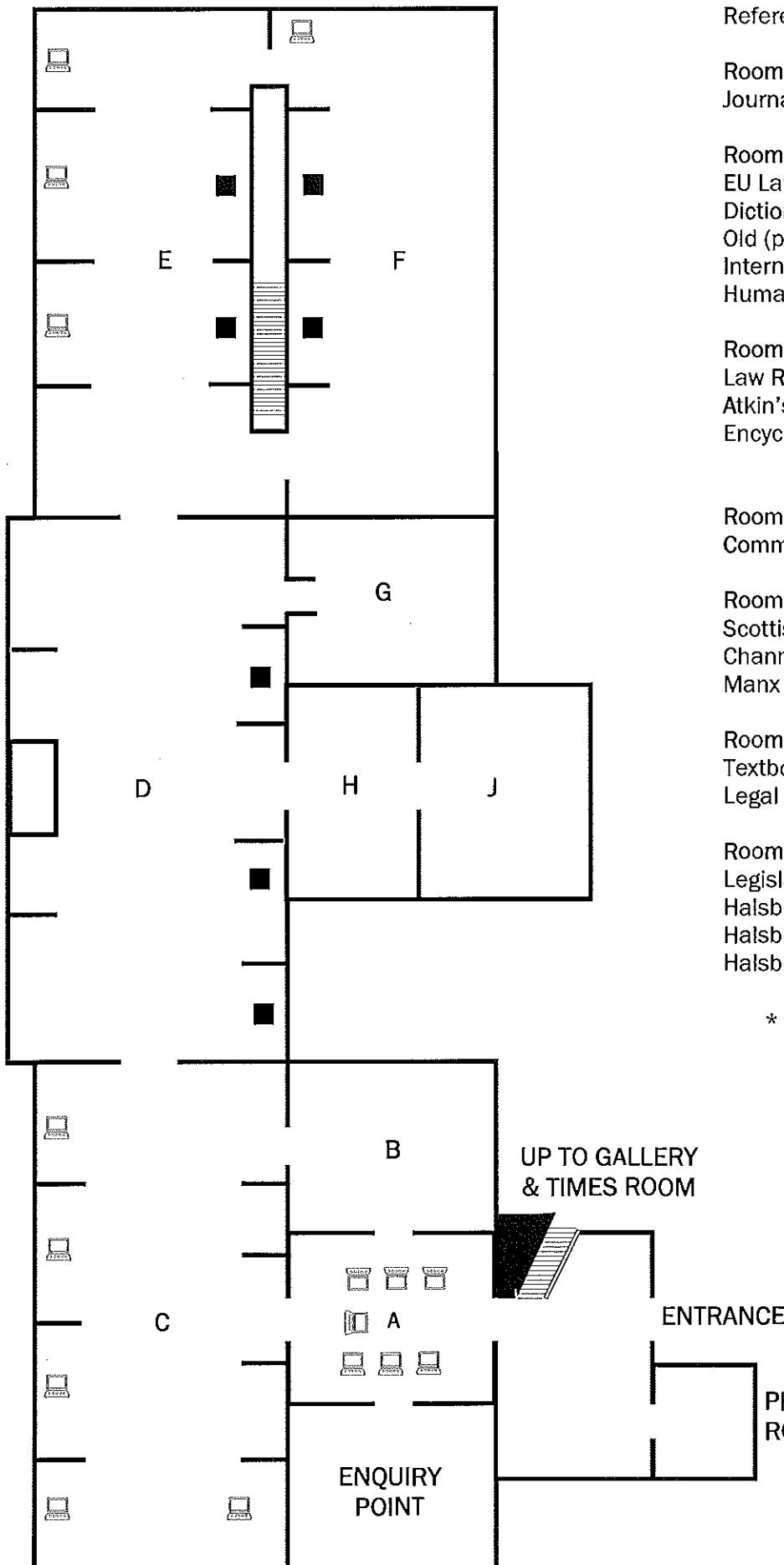
Room G*
Scottish Law, Irish Law 198-213
Channel Islands Law 213-215
Manx Law 215

Room H
Textbooks 217-240
Legal Dictionaries show case

Room J
Legislation 242-267
Halsbury's Statutes 250-254
Halsbury's SIs 264
Halsbury's Laws 265-266

* Floor sockets have been installed in these rooms to allow for the use of laptop computers. The window tables in Room D (where there are sockets in the skirting) may also be used. Wi-Fi access is also available in Rooms E, F and G.

 - Computers



PLAN OF GALLERY LEVEL

Gallery Level Collections & Bay Nos

Room A
 Local Acts 300-313
 Constitutional Law 314-315
 Jurisprudence 315

Room B
 Legal Miscellany 327-328

Room SL
 Medico-Legal 329-331
 Legal History 332-335
 Legal Biography 336-339
 Inns of Court 339-340

Gallery South
 Hansard 341-395
 (Continues in Gallery North 441)

Gallery North
 Parliamentary Papers 442-477
 Miscellaneous Legislation 476-482
 Law Commission Reports 479-480

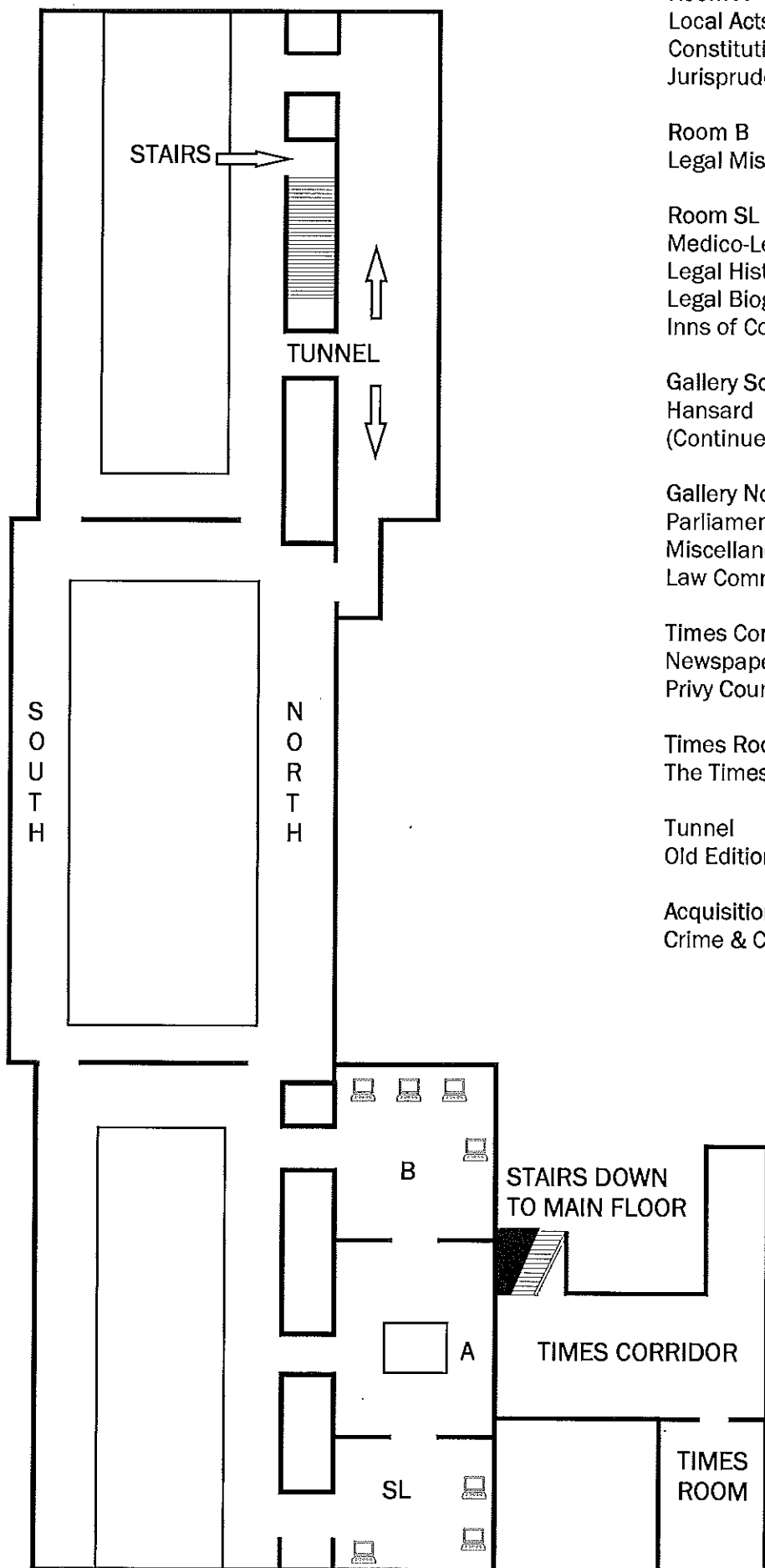
Times Corridor
 Newspaper law reports
 Privy Council Appeals

Times Room
 The Times newspaper

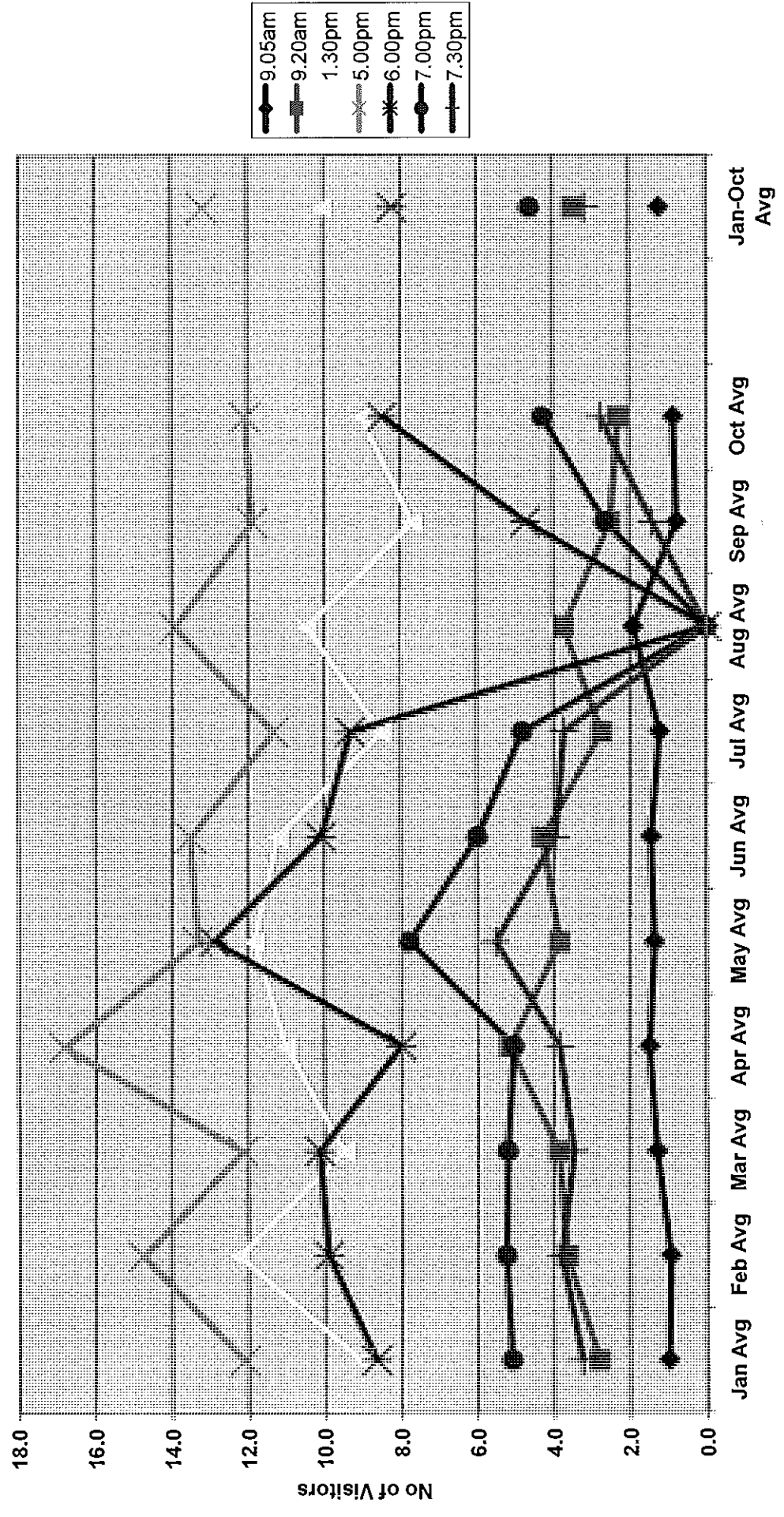
Tunnel
 Old Editions 396-435

Acquisitions Office
 Crime & Criminology

 - Computers

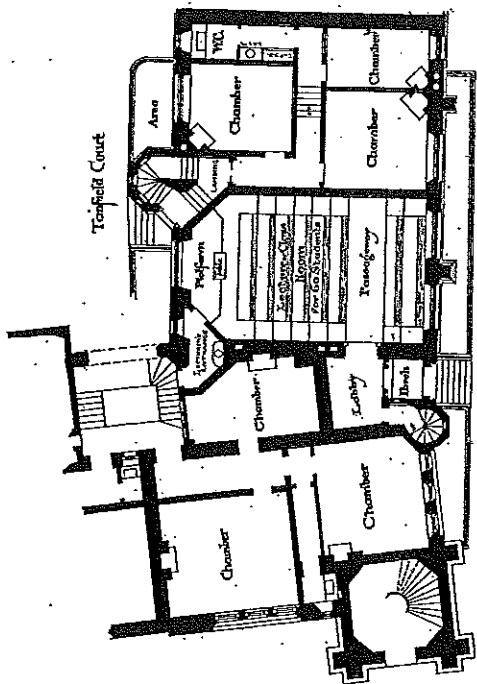


Library Headcount Jan-Oct 2010



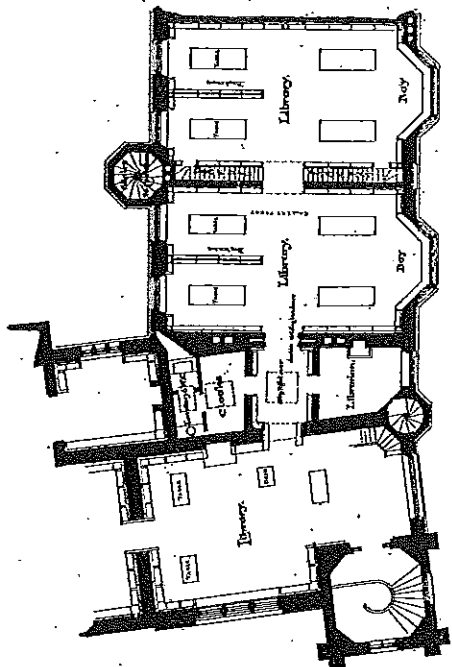
Monthly Average

THE BUILDING DEWS, NOV. 11. 1881.

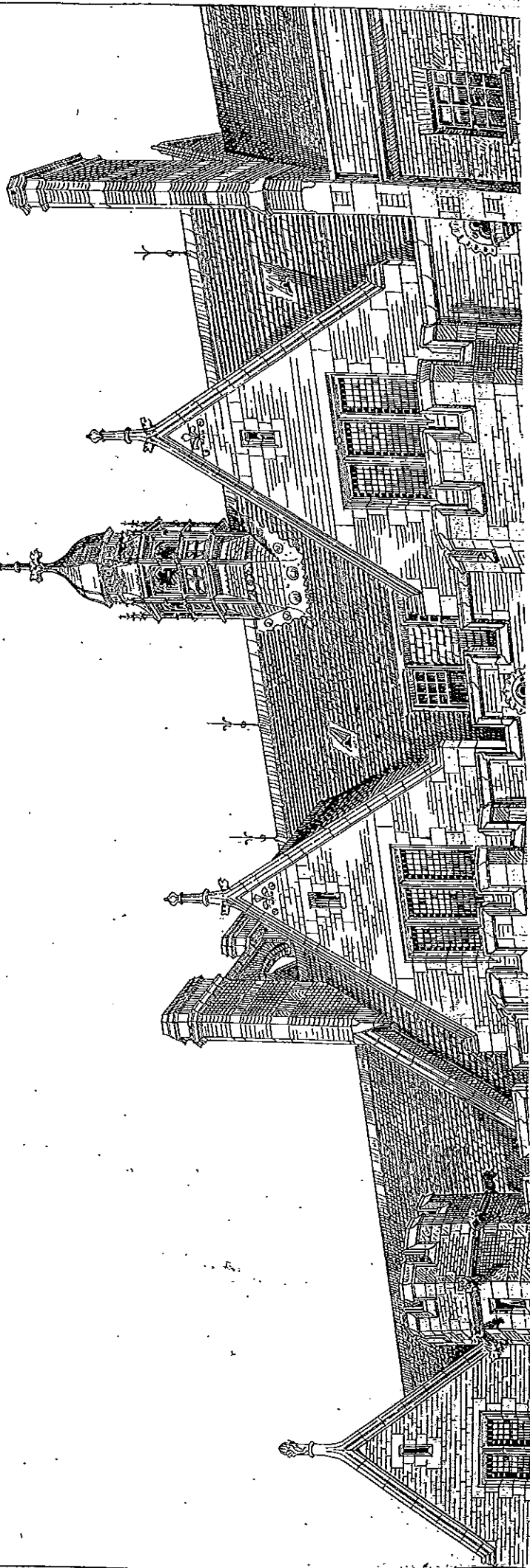


Ground Floor Plan.

Scale of Feet



Library Floor.



Subtreasurer

APPENDIX - 6

From: David Bartlett
Sent: 09 May 2011 12:58
To: Subtreasurer
Cc: Fiona Fulton; Vicky Portinari; Richard Snowdon
Subject: Library Conversion

Patrick,

As discussed, Vicky and Richard have estimated the additional income opportunity from the proposed library conversion. In summary:

1. There are 25 E&T-related committees per year which could move to the Library, freeing up the bench apartments for commercial hire. Assuming 15 out of the 25 evenings are sold, the net benefit from room hire and catering (assuming a 50% margin) would be **£14,625 p.a.**;
2. There is an additional opportunity if Pupils' Case Analysis sessions and Advocacy Master Classes were moved to the Library. Vicky estimates four additional evening hires at **£5,830 p.a.** including the catering margin;
3. The Inn could also consider moving other committee meetings to the Library. The Executive, Estates, BLC and Library committees all routinely meet in one of the bench apartments at a time when those rooms could be let commercially. This would create 31 additional slots for Vicky to sell, generating (on the same assumptions as above) an additional surplus of **£18,135 p.a.** including catering;
4. There isn't great commercial demand for the Committee Room so meetings that normally take place there (e.g. the Investment Committee, Rent Default Panel etc. should probably remain there). Similarly, there isn't much demand for the bench apartments at 8.30 in the morning so the budget and 5 Year Plan reviews could probably remain where they are;
5. The flat at the top of Paper Building could be converted to residential use, generating additional income of **£15,500 to £16,000 p.a.** for a conversion cost of £30,000.

In total then, the extra income from moving committee meetings could be as much as £38,590 if effectively all committees met routinely in the Library. With the Paper Buildings rent, the total extra income could be in the order of **£54,000** for a one-off cost of £30,000 at Paper Buildings plus whatever the Library costs to convert. This assumes that any restrictions on the use of the Library are accepted by the users.

Kind regards, David

David Bartlett ACA
 Collector
 The Honourable Society of the Inner Temple
 Collector's Office
 3 King's Bench Walk
 London EC4Y 7DQ

Tel: 020 7797 8185



The Honourable Society of the Inner Temple

MEMORANDUM

From: Richard Snowdon

To: Subtreasurer

cc: Master Reader, Master Beatson, Master Spencer, Master Francis, Master Hammerton, Margaret Clay, Fiona Fulton, Vicky Portinari

Date: 10 March 2011

Subject: **Utilisation of the Inn's Space Resources**

Further to your Memorandum dated 10 February 2011, a joint visit to the Library has been undertaken with the Librarian and the Head of Education and Training to assess the feasibility of using the Library for additional activities.

A schematic plan of the Library is attached as Appendix 1. It will be noted that there are a number of rooms leading off the main Library space which could be used for meetings or small educational events.

It would be important to segregate any such areas from the main Library in order to contain noise and give privacy. Furthermore, in order for the areas to be of use the furniture would need to be rearranged. Although the tables have lamps affixed to them in some rooms, the lamp flexes can be unplugged from the electrical sockets embedded within the floor and the tables can be rearranged. To remove the tables altogether would be more problematical owing to the narrow door openings and the lack of available storage space for the tables. This would also be disruptive and place an additional burden on the 'Lift and Shift' team from the Inn's contractor, Jaguar. Therefore the space would only be suitable for committee-type meetings, or where attendees would sit behind the tables in a 'classroom style' in the larger rooms. This will limit the capacity of the rooms for alternative uses, and will therefore limit the events that can be hosted.

Following discussion with colleagues, the areas with most suitability for alternative use are those marked D, E, F, G, H and J on the attached plan. Room D could only be used when the Library is closed to members during evenings and weekends (apart for the Saturdays where it is open on the four Inns rota).

These areas are now explored in more detail.

Room D

This room houses the Law Reports and Digests, Atkin's Court Forms and Encyclopaedias of Forms and Precedents, and comprises the main body of the Library. It is the largest single space available, but is overlooked by the gallery above. The bookcases protruding from the walls further inhibit a large population. This room benefits from perimeter mounted electrical services.

Room E

This room houses the Commonwealth Law collections and has the benefit of embedded electrical sockets in the floor. It forms the furthestmost bay of the main Library area, and although overlooked by the gallery, could be utilised.

Room F

This room also houses the Commonwealth Law collections and also has the benefit of embedded electrical sockets in the floor.

Room G

This room contains material pertaining to Scottish, Irish, Channel Islands and Manx Law and also has the benefit of embedded electrical sockets in the floor.

Room H & J

These rooms contain textbooks and legal dictionaries (Room H) and legislation and Halsbury's resources (Room J) and interconnect.

It is important to distinguish between those rooms that could be used whilst the Library is open to members, with those that could only be used when the Library is closed. Rooms E, F, G, H and J could be used whilst the Library is open subject to the appropriate segregation measures being put in place, and a suitable protocol for Library staff to obtain material in each of those rooms in response to an enquiry. In order to separate these various rooms it is envisaged that opaque laminated double glazed glass doors could be fitted. The fitment of such doors would have to fix through the wood panelling present throughout the Library and further investigation would be necessary to identify whether there is a sufficiently robust anchor for the fixings. Added to this is the presence of encapsulated asbestos, which would need to be left undisturbed. There has not been sufficient time to explore these key aspects, but if this proposal is considered to have merit, then further structural investigations will be essential.

To segregate the areas mentioned would necessitate eight door sets at a cost of approximately £1,000 each. It is difficult to accurately identify the cost for designing and fitting such doors, and to accommodate the structural and asbestos considerations, but for the purposes of this paper, and as a prelude to further investigation it is

considered that the project could be completed for a cost of approximately £20,000. There would appear to be sufficient perimeter and/or floor mounted electrical points to provide power for freestanding audio visual equipment, but this proposal does not include any allowance for any such equipment to be permanently affixed as there is no available current containment for cabling, and to create this would be hugely expensive and disruptive.

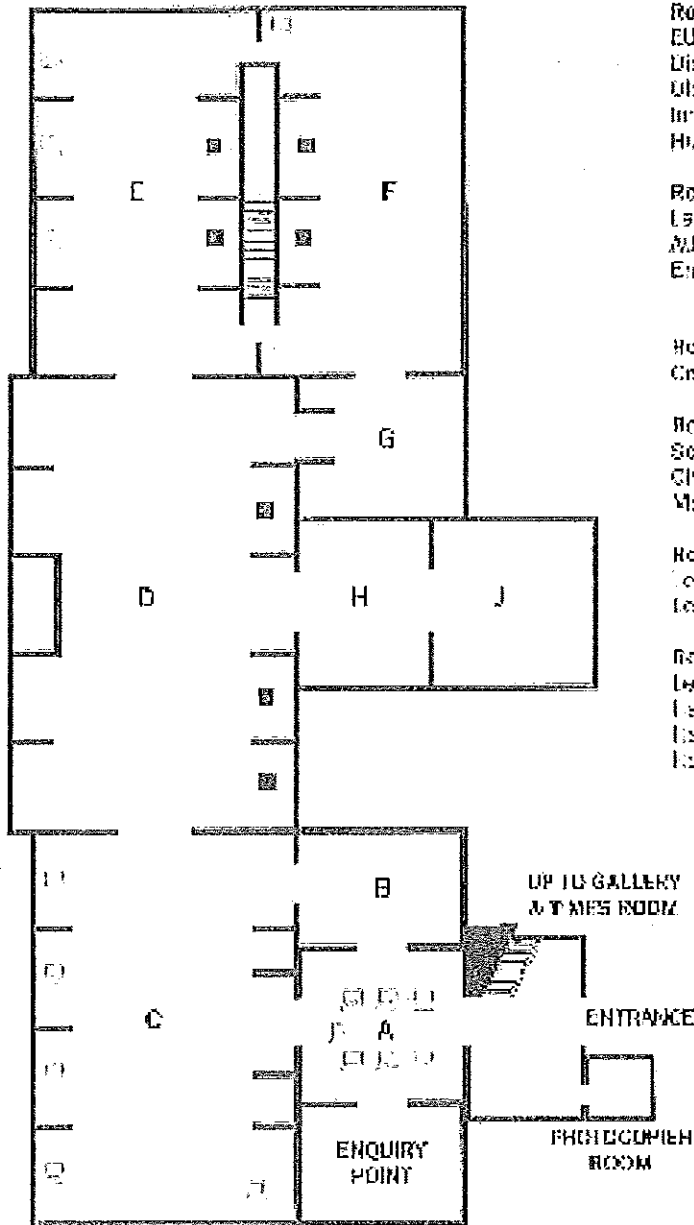
This paper assumes that a robust case can be made by others demonstrating the events that could be held in these rooms thereby underpinning the investment required.

Once an 'in principle' decision is made to proceed to a detailed design exercise, the costs will become clearer, and the structural and asbestos aspects will have a major bearing on this.

Richard Snowdon
Director of Properties

Appendix 3 – Schematic Library Plan

PLAN OF MAIN FLOOR



Main Floor Collections & Bay Nos

Entrance
Reference Books

Rooms A & B
Journals & Pamphlets J-20

Room C
EU Law 73-75 & 80-82
Digests 45-48
Old (pre-1985) Law Reports 40-61
Irish Law 42-43
Human Rights 47-48

Room D
Law Reports & Digests 70-121
Makin's Court Forms 131
Encyclopedia of Forms and Precedents
121-122

Rooms EA & EB
Commonwealth Law 123-129

Room G
Scottish Law, Irish Law 130-173
Channel Islands 213-215
Mars Law 215

Room H
Contracts 217-240
Legal Dictionary 240-250

Room I
Legislation 241-267
Halsbury's Statutes 268-284
Halsbury's Gls 281
Halsbury's Laws 282-283

* Floor sockets have been installed in these rooms in a row for the use of notes computers. The window tables in Room C (where there are sockets in the ceiling) may also be used. Wi-Fi access is available in Rooms F and E.

□ = Computers

Inner Temple Education & Training Department
 Treasury Building, London EC4 7HL
 Tel No 020 7797 8171 Email ffulton@innertemple.org.uk

Memorandum

TO: Sub-treasurer
FROM: Fiona Fulton, Head of Education and Training
RE: Use of Rooms E, F and G in the Library for E&T Activities
DATE: 3rd May 2011

Dear Patrick

I have been asked to analyse which E&T events / activities could be held wholly or partially in rooms E, F and G in the Library during an academic year.

1) The following events / activities could be held wholly in rooms E, F and G.

- All E&T related committee meetings – approximately 25 evenings per year
- Student society meetings and team practice – approximately 115 evening bookings per year
- Pegasus Scholarship Interviews – three evenings a year
- Pupils' Case Analysis Sessions (if rooms could be set up theatre-style) - two evenings a year
- Advocacy Master Classes (if rooms could be set up theatre-style) – five evenings a year

The above events are currently held in the Inn's function rooms and / or in the rooms at the top of 1 Paper Buildings. 1 Paper Buildings is not ideal for meetings or training as space is limited, there are problems with the heating system, the catering department cannot easily access these rooms and there is no disabled access. Please note that basic refreshments (tea, coffee, water, and sandwiches) would need to be available for the above as well as a teleconferencing facility for committee meetings.

2) The following events / activities are too large to be held wholly in rooms E, F and G as the number of groups exceed three or involve plenary sessions using one or more large rooms. They also require catering facilities and in several cases, dining facilities. Consequently, they are primarily held in the Treasury building. Again, 1 Paper Buildings is used for these events but is not ideal due to the reasons listed above. It would be possible to accommodate some groups in rooms E, F and possibly G (depending upon group size) in order to release 1 Paper Buildings and / or one or two of the Inn's function rooms. This would depend upon the quality of sound-proofing as well as the ability to move the furniture in rooms E, F and G.

- Practice Management Course – once a year on a Saturday
- Schools Project Day – held three times a year on a week day during business hours
- Intersarsity Debating / Mooting competition – one evening and one weekend a year
- Pupils’ Advocacy Applications Days – four Saturdays a year
- Pupils’ Refresher Course – one evening a year

3) The following events / activities involve very large numbers and generally require all the Inn’s function rooms and 1 Paper Buildings plus additional space. We currently use Francis Taylor Building and / or 1KBW to accommodate the overspill or resort to a smaller number of groups which leads to an unhelpful group size. Again, 1 Paper Buildings is used but is not ideal due to the reasons stated above. We could instead use rooms E, F and G in order to release 1 Paper Buildings and accommodate overspill:

- Scholarships Interviewing - one evening and three Saturdays a year
- Education Days – two week days during business hours
- Advocacy teacher-training weekends – two weekends per year
- Introductory weekend for non-London students – one weekend a year (if tables could be removed)
- BPTC Advocacy Day – two Saturdays a year

4) The following events / activities could not be held in rooms E, F and G due to lack of space:

- Pupils’ Introductory Evening – plenary session and reception – two evenings a year.
- Pupillage Advice Evening – plenary session and reception – one evening a year
- Pupil Supervisor Training Session – plenary session and reception - one evening a year
- Student Introductory Evenings – plenary session and reception – two evenings a year
- Q&A Day – two plenary streams – one Sunday a year
- Careers presentation – plenary session and reception – one evening a year
- CPD Weekend – plenary session and lunch – one weekend a year
- Residential training which is currently held offsite at Cumberland Lodge, Highgate House and Wotton House – seven weekends a year

5) Other

I have not included in the above list of events /activities E&T related dinners which, due to their formal nature and catering requirements, should be held in the Inn's function rooms.

6) Conclusion

In relation to point 1) of the 150 evening bookings listed, 100% could be wholly accommodated in rooms E, F and possibly G (unless more than two were being held on the same evening).

In relation to points 2) and 3) of the 26 days listed (including evenings), 46% could partially be held in rooms E, F and G releasing primarily 1 Paper Buildings and/or one or two function rooms in the Inn. 54% would still require all the Inn's function rooms but could use rooms E, F and G in order to release 1 Paper Buildings and to accommodate overspill due to large numbers.

In relation to point 4) of the 24 days listed (including evenings) 0% could be held in rooms E, F and G due to lack of space in those rooms.

Perhaps the most obvious commercial benefit to the Inn of using rooms E, F and G would be to release 1 Paper Buildings which might be better suited to private accommodation.

Please note that the above analysis assumes free access to rooms E, F and G through the Library, basic catering facilities available where indicated above, a teleconferencing facility where indicated above, use of the rooms without interruption, adequate soundproofing and the ability to move furniture to the side (and to remove tables where indicated above).

I hope this is of assistance.

Fiona Fulton

Head of Education & Training

3rd May 2011