



Monday, 14 March 2022

Dear Sir/Madam,

**Re: The Community Space at Royal Exchange, Kingston**

I am delighted to contact you regarding an exciting opportunity at Royal Exchange in Kingston.

As part of our new development in the heart of Kingston upon Thames, St George is restoring the Grade II listed Old Post Office building for restaurant, retail and community uses, which will include a large Community Space (2,766 sq ft) to be leased to a local community organisation.

The building will be celebrated as the centrepiece of a new retail, restaurant, office and residential quarter for the local community to Kingston and we are thrilled to be placing the new Community Space at its heart.

We would like to invite your organisation to submit a Community Business Plan, in order to be considered as a potential lessee of the Community Space in The Old Post Office at Royal Exchange. The lease will be granted to a Community Organisation local to Kingston, for a peppercorn rent (£1 per annum) for a term of 25 years.

To assist in your consideration, I am pleased to attach an information pack containing details of the Royal Exchange development, plans and fit-out specification of the Community Space, estimated Service Charge costs and the Community Space lease terms.

If you would like to be considered for this opportunity, I would ask you to complete the enclosed Community Business Plan Form and return via email or post for my attention no later than 26<sup>th</sup> April 2022. Please feel free to contact me directly if you have any queries or require clarifications in the meantime.

Your time and effort in preparing your response to this invitation is much appreciated and I look forward to receiving your submission, if this opportunity is of interest to you.

Yours sincerely,

**Anna Sheldon**

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