

Monday 30 November 2009

CIRCULAR TO SHAREHOLDERS AND CLERKS
WENTWORTH & SELBORNE CHAMBERS
TENANTS OF LOCKHART CHAMBERS

BUILDING CLOSURE
DATES FOR CHRISTMAS
AND NEW YEAR

The offices of Counsel's Chambers Limited, Selborne and Wentworth Chambers and Lockhart Chambers will be closed over the Christmas and New Year break this year.

All three buildings will close at midday on Thursday, 24 December 2009 and will re-open at 8am Monday, 4 January 2010.

If you require access to the building during this time, you will need to use your card or tag. Please ensure that the card or tag is working and current. If you are unsure, please bring your card or tag to our reception where it can be checked and/or updated. The deadline for card and tag renewals will be 10am Thursday 17 December 2009.

There will be no CCL staff on duty during the closure, except Saturday 2 January 2010, when our Property Attendant will be on duty. To contact him you can use the door phones located at the side entrances of Selborne & Wentworth and at the front door to Lockhart Chambers.

If you have any questions about the closure, building work, after hours access or any other matters, do not hesitate to contact the Maintenance Office.

Debbie George
GENERAL MANAGER