

INTERNATIONAL INDEX TO FILM PERIODICALS

INTERNATIONAL INDEX TO TELEVISION PERIODICALS

90-94 Shaftesbury Avenue

London

W1V 7DH

13th February, 1980

To: Brigitte van der Elst
Jan de Vaal
David Francis

I enclose a copy of the Agreement in connection with our extra office space at Shaftesbury Avenue.

Mr Roberts of Infodoc Services agrees this version, and I am now recommending it to you after nearly five months' trial period.

Our managing agents (D.E. & J. Levy) prefer that this is an arrangement between FIAF and Infodoc with no legal sub-tenancy agreement. I am also in favour of this.



Frances Thorpe

Enclosure

NOTE: Infodoc Services Ltd has a 50% interest in the furniture and fittings acquired with the lease.

AGREEMENT between the International Federation of Film Archives (FIAF) and Infodoc Services Ltd concerning the use of part of the inner office in the East Suite at 90-94 Shaftesbury Avenue, London W1V 7DH

Infodoc Services Ltd will be allowed partial use of this room under the following conditions:

1. that they give notice if they wish to have exclusive use of the room for any period by entering details in the FIAF diary. This also covers use of the room by more than two persons
2. that they be responsible for vacuuming the room once a week, empty the wast-paper bin into the plastic sack in the outer office each day and generally keep the room clean and tidy
3. furniture in the room for Infodoc Services use is as follows: 1 metal desk, 1 wooden desk, 1 wast-paper bin, 1 heater, 2 metal filing cabinets, 2 chairs, 1 metal cupboard, 1 telephone. All other furniture is for the use of FIAF staff
4. that they keep their key to the toilet in the room

Costs:

Infodoc Services Ltd are to be responsible for 30% of the following costs until the Lease expires on June 23, 1982 unless renegotiated in the intervening period:

Rent
Rates
Insurance
Water
Maintenance
Legal costs

Electricity bills to be paid in the ratio
Infodoc Services Ltd 80 : 20 FIAF

Telephone bills for 01-434 3641 to be met solely by
Infodoc Services Ltd

Payment of bills to be made within fourteen days of
being notified by FIAF

This Agreement may be renegotiated at any time by agreement between the two parties; it may be terminated by either party with a minimum of one month's notice and a maximum of three months' notice.

NOTE: Infodoc Services Ltd has a 30% interest in the furniture and fittings acquired with the Lease.