



Note No: A301/13

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and International Organisations and has the honour to inform them of changes in charges for the Windsor VIP Suite at Heathrow airport.

For all Heathrow VIP service bookings made from 1st October 2013 there will be a standard service fee of £500 (+VAT) for a group of 1-3 passengers. For every additional passenger, there will be a standard additional fee of £75 (+VAT).

Heathrow Airport also advises that they are making a significant investment to improve their VIP services and suite at the Windsor Suite over the next coming months.

The proposed new charging structure for Embassy Customers is detailed below and will automatically come into affect for bookings made on or after 1 October 2013.

Group size	Fee*
1, 2 or 3	£500
4	£575
5	£650
6	£725
7	£800
8	£875
9	£950
10	£1,025
11+	£+75 per passenger

If you have any questions regarding the new planned charges you should contact:

Sarah Lewis, Commercial Manager Diplomatic Services on 07775024337

Michael Szczepanski, VIP Services Account Manager on 07808115893



Protocol Directorate of the Foreign and Commonwealth Office avails itself of this opportunity to renew to all Diplomatic Missions and International Organisations the assurance of its highest consideration.

FOREIGN AND COMMONWEALTH OFFICE

LONDON SW1

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