

# Public Document Pack

**Democratic Services Section  
Legal and Civic Services Department  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS**

20<sup>th</sup> March, 2025

## **MEETING OF STRATEGIC POLICY AND RESOURCES COMMITTEE**

Dear Alderman/Councillor,

As previously notified to you, I enclose copies of the reports for the following items to be considered at the meeting to be held at 9.30 am on Friday, 21st March, 2025.

Yours faithfully,

John Walsh

Chief Executive

### **AGENDA:**

#### **2. Restricted Items**

- (f) Neighbourhood Regeneration Fund – Funding Allocation Review (Pages 1 - 8)

#### **8. Operational Issues**

- (b) Requests for use of the City Hall and the provision of Hospitality (Pages 9 - 14)
- (c) Request for the use of Barnetts Demesne and the Cenotaph at the City Hall (Pages 15 - 18)

#### **9. Issues raised in advance by Members**

- (a) LORAG - Youth Club Development - Council Land - Councillor Beattie to raise
- (b) Bi Weekly Meeting of Strategic Policy and Resources Committee: Efficiently/Consultancy paper - Councillor Beattie to raise



By virtue of paragraph(s) 3 of Part 1 of Schedule 6  
of the Local Government Act (Northern Ireland) 2014.

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**Belfast**  
City Council

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| <b>Subject:</b>           | Requests for use of the City Hall and the provision of Hospitality   |
| <b>Date:</b>              | 10 March 2025  |
| <b>Reporting Officer:</b> | Nora Largey, City Solicitor and Director of Legal and Civic Services |
| <b>Contact Officer:</b>   | Aisling Milliken, Functions and Exhibition Manager                   |

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| <b>Restricted Reports</b>   |  |
| Is this report restricted?  | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  |
| Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.   |  |
| Insert number <input type="text"/>  |  |
| <ol style="list-style-type: none"> <li>1. Information relating to any individual</li> <li>2. Information likely to reveal the identity of an individual</li> <li>3. Information relating to the financial or business affairs of any particular person (including the council holding that information)</li> <li>4. Information in connection with any labour relations matter</li> <li>5. Information in relation to which a claim to legal professional privilege could be maintained</li> <li>6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction</li> <li>7. Information on any action in relation to the prevention, investigation or prosecution of crime</li> </ol> |  |
| If Yes, when will the report become unrestricted?   |  |
| After Committee Decision<br>After Council Decision<br>Sometime in the future<br>Never   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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| <b>Call-in</b>                        |   |
| Is the decision eligible for Call-in? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

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| <b>1.0</b> | <b>Purpose of Report/Summary of Main Issues</b>  |
| 1.1        | This paper, together with the attached appendix, contains the recommended approach in respect of each of the requests by external organisations for access to the City Hall function |

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|            | rooms received up to 7 March 2025.   |
| <b>2.0</b> | <b>Recommendations</b>   |
| 2.1        | <p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>• Approve the recommendations as set out in Appendix 1.</li> </ul>  |
| <b>3.0</b> | <b>Main report</b>   |
|            | <u>Background Information</u>  |
| 3.1        | The current criteria for use of the function rooms used to review external applications is set out below.  |
| 3.2        | <p>Functions permitted</p> <ul style="list-style-type: none"> <li>• functions which support other events in the city and which are of demonstrable economic benefit to Belfast whether organised by the council or not.</li> <li>• functions which demonstrably enhance the city's image nationally or internationally as a desirable commercial, business or tourist destination.</li> <li>• functions designed to celebrate or commemorate a notable achievement or significant anniversary (25, 50, 100 years) by an organisation or body with close links to the city or province.</li> <li>• functions organised by recognised local community or voluntary sector groups for non-profit and non-political purposes.</li> </ul>   |
| 3.3        | <p>Functions not permitted</p> <ul style="list-style-type: none"> <li>• conferences, meetings, seminars, performances, wedding receptions, private parties or receptions and similar booking requests in the prestige function rooms.</li> <li>• functions, which have as their principal purpose the generation of commercial gain for the organisers. Charity-fundraising functions are managed by the Lord Mayor's Office.</li> <li>• functions which have no compelling links to the council or the city specifically and which could instead use local private sector facilities.</li> <li>• functions which have as their primary purpose the advancement of any political or religious cause or campaign or are otherwise potentially contentious or involve significant reputation risks for the council.</li> <li>• functions which involve exceptionally large or disruptive set-ups or pose a real and tangible risk to the fabric of the building or grounds.</li> </ul> |
|            | <u>Key Issues</u>  |
| 3.4        | Committee will recall that at its meeting on 24 <sup>th</sup> May 2024, it considered an update on the City Hall Income Generation Project. Committee was advised that charging for the use of the Council's function rooms will be considered as part of a later stage of this project. This will include looking at a review of the current pricing structure and the provision of hospitality.  |



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|            | Pending this work being brought to Committee, delegated authority was given to the City Solicitor and Director of Legal & Civic Services to depart from the existing charging structure and negotiate room hire charges for commercial type events. |
| 3.5        | The standard charging structure will apply to the event listed in the Schedule at Appendix 1.   |
|            | <b><u>Financial &amp; Resource Implications</u></b>   |
| 3.6        | None, any recommendations for hospitality will be met from existing budgets.  |
|            | <b><u>Equality or Good Relations Implications / Rural Needs Assessment</u></b>  |
| 3.7        | None.   |
| <b>4.0</b> | <b>Appendices – Documents Attached</b>  |
|            | Appendix 1 - Schedule of function requests received up to 7 March 2025.   |

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## **MARCH 2025 CITY HALL FUNCTION APPLICATIONS**

| <b>NAME OF ORGANISATION</b>           | <b>FUNCTION DATE</b> | <b>FUNCTION DESCRIPTION</b>   | <b>CRITERIA MET</b> | <b>ROOM CHARGE</b>  | <b>HOSPITALITY OFFERED</b>                                       |
|---------------------------------------|----------------------|---|---------------------|---|--|
| Belfast National Graves Association   | 8 April 2025         | <b>Easter Lily Launch</b> – reception and speeches to give an insight in Belfast’s history.<br><br>Numbers attending: 50 – 60   | <b>C</b>            | None  |  |
| Ulster University                     | 5 June 2025          | <b>Sustainable Innovation Challenge Celebration Reception</b> – speeches and award presentation for University students from UUJ, Liverpool and Manchester.<br><br>Numbers attending: 100   | <b>A</b>            | Under review to be determined by City Solicitor under delegated authority |  |
| British Council                       | 9 June 2025          | <b>Reception for the British Council TVET (Technical &amp; Vocational Education and Training) Seminar</b> for guests attending this conference<br><br>Numbers attending: 80   | <b>A &amp; B</b>    | Under review to be determined by City Solicitor under delegated authority |  |
| St Johns Ambulance NI                 | 2 July 2025          | <b>West Belfast Volunteer Recognition Evening</b> to celebrate the profound impact of our work, present service awards and express our gratitude to volunteers and encourage greater participation from the surrounding community.<br><br>Numbers attending 50  | <b>C</b>            | None  |  |
| Grand Lodge of Free Masons of Ireland | 4 October 2025       | <b>300 year Anniversary/ Tercentenary Celebration</b> – Reception, Dinner, Speeches, entertainment and dancing.<br><br>Numbers attending – 300  | <b>C</b>            | None  | Wine and Soft Drinks Reception as <b>significant anniversary</b> |
| Holocaust Memorial Day Trust          | 20 January 2026      | <b>Northern Ireland regional ceremony to mark Holocaust Memorial Day 2026</b> - a time for all to remember the millions of people killed in the Holocaust and subsequent genocides in Cambodia, Rwanda, Bosnia and Darfur.<br>The event is the official Northern Ireland commemoration of the Holocaust.<br><br>Numbers attending – 350 | <b>C</b>            | None  |  |

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| <b>Subject:</b>           | Request for the use of Barnetts Demesne and the Cenotaph at the City Hall  |
| <b>Date:</b>              | Friday 21 <sup>st</sup> March 2025   |
| <b>Reporting Officer:</b> | David Sales, Director of Neighbourhood Services;<br>Nora Largey, City Solicitor and Director of Legal and Civic Services |
| <b>Contact Officer:</b>   | Stephen Leonard, Director of Resources, Fleet and OSS.   |

## Restricted Reports

Is this report restricted?

Yes

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No

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Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
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4. Information in connection with any labour relations matter
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6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

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## Call-in

Is the decision eligible for Call-in?

Yes

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No

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| <b>1.0</b> | <b>Purpose of Report or Summary of main Issues</b>  |
| 1.1        | To consider request from County Grand Orange Lodge for the use of Barnetts Demesne and City Hall Garden of Remembrance and Cenotaph on 12th July 2025.  |
| 1.2        | County Grand Orange Lodge of Belfast seek to host their annual Twelfth of July celebrations at Barnett Demesne and a service of remembrance at the Cenotaph in the grounds of the City Hall.  |
| <b>2.0</b> | <b>Recommendations</b>  |
| 2.1        | <p>The Committee is asked to</p> <ul style="list-style-type: none"> <li>• grant authority to the applicant for the proposed events on 12<sup>th</sup> July 2025.</li> <li>• authorise the event to take place on the basis of submission of appropriate event management plans and satisfactory terms being agreed by the Directors of the relevant departments and on the condition that the Event Organisers:</li> <li>• resolves all operational issues to the Council's satisfaction.</li> <li>• meets all statutory requirements including Public Liability Insurance cover, Health and Safety, and licensing responsibilities; and</li> <li>• shall consult with adjoining public bodies and local communities as necessary.</li> </ul> |
| 2.2        | Please note that the above recommendations are taken as a pre-policy position in advance of the Council agreeing a more structured framework and policy for 'Events', which is currently being taken forward in conjunction with the Councils Commercial team.  |
| <b>3.0</b> | <b>Main report</b>  |
|            | <b><u>Key Issues</u></b>  |
| 3.1        | <p>If agreed, the event organiser or promoters will be required in advance of the event to submit an event management plan for approval by the Council and all relevant statutory bodies. This will include an assessment of how the event will impact upon the surrounding area and measures to mitigate these impacts.</p> <p><b><u>County Grand Orange Lodge of Belfast Annual 12<sup>th</sup> July Demonstration – Barnetts Park</u></b></p>  |
| 3.2        | Belfast City Council has received a request from Country Grand Orange Lodge to host their annual 12 <sup>th</sup> of July demonstration at Barnetts Park. This event aims to create a greater understanding of Orange Cultural traditions. The 12th festivities are a major cultural tourism event that promotes Belfast in a positive light and encourages visitors to experience Orange culture throughout the year. They aim to promote Orangefest events as inclusive, and family   |

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|            | friendly, improving on community relations and maximising the economic benefits of the 12 <sup>th</sup> of July public holiday both in the City Centre and its arterial routes.  |
| 3.3        | <p>The event is anticipated to attract up to 500 people with amusements, food vendors, a stage, parade, BBQ, arts and crafts. Stewards will supervise the car parking.</p> <p>The event has been hosted in Barnett Demesne since 2005 and requires the closure of a substantial proportion of the facility.</p>  |
| 3.4        | <p><b>Key dates for the request are:</b></p> <p>Set-up Friday 11<sup>TH</sup> July night – 6pm - 10pm</p> <p><b>Main Event -Saturday 12<sup>th</sup> of July all day 2025</b></p> <p>De-Rig Sunday 13<sup>th</sup> July – 8am - midday</p> <p><b><u>The County Grand Orange Lodge of Belfast Service of Remembrance – Cenotaph at City Hall: Saturday 12<sup>th</sup> July 2025.</u></b></p> |
| 3.5        | <p>The parade will assemble at the Cenotaph from 10.15am leaving the City Hall at 10.50am on conclusion of the wreath laying ceremony. This service has been held in garden of Remembrance for many years and planned will take place between the organisers and the City Hall Function Management Team.</p>   |
| 3.6        | <p><b><u>Financial and Resource Implications</u></b></p> <p>The County Grand Orange Lodge book Malone House and the Cenotaph directly with the relevant departments and the appropriate fee for hire of the rooms is charged to the County Grand Lodge.</p> <p><b><u>Equality of Good Relations Implications/Rural Needs Assessment</u></b></p>  |
| 3.7        | None.  |
| <b>4.0</b> | <b>Appendices – Documents Attached</b>   |
|            | None.  |

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