



Subject:	Requests for use of the City Hall and the Provision of Hospitality
Date:	8th April, 2022
Reporting Officer:	John Walsh, Chief Executive
Contact Officer:	Aisling Milliken, Functions and Exhibition Manager

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

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

1.0	Purpose of Report
1.1	This report, 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 rooms received up to 1st April 2022 which appear to the Function Management Unit to comply with the criteria previously established by the Committee and are recommended for approval.
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • approve the recommendations made in respect of applications received up to 1 April 2022 as set out in the attached appendix; and • review options for the future delivery of hospitality for functions and approve one recommendation.

3.0	Main Report
	<p data-bbox="263 210 577 241"><u>Background Information</u></p> <p data-bbox="165 255 1469 338">3.1 Members will be aware that the Committee, at its meeting on 6th January 2017, agreed to modify the criteria governing access to the City Hall function rooms for external organisations.</p> <p data-bbox="165 409 1469 640">3.2 The Committee also agreed to the implementation of room-hire charges for some categories of function, and also revised the approach to the provision of civic hospitality for functions on foot of the agreed efficiency programme. Some further modifications to this approach were agreed by the Committee on 24th March and 23rd June 2017 and 23rd June and 25th October 2019.</p> <p data-bbox="263 712 408 743"><u>Key Issues</u></p> <p data-bbox="165 757 1469 898">3.3 The existing revised criteria and scale of charges have been applied to the various requests received and the recommendations herein are offered to the Committee on this basis for approval.</p> <p data-bbox="165 965 1289 996">3.4 The schedule attached covers 3 applications for functions, scheduled for 2022.</p> <p data-bbox="263 1068 520 1099"><u>COVID implications</u></p> <p data-bbox="165 1113 1453 1346">3.5 In managing and delivering future functions, liaison with and guidance for organisers will be provided by officers to ensure compliance with any relevant social distancing guidelines at the time of their function. Committee approval for their function to take place in City Hall is recommended on the basis of their compliance to this caveat and what is permissible and feasible in City Hall function rooms.</p> <p data-bbox="263 1417 577 1449"><u>Hospitality for Functions</u></p> <p data-bbox="165 1462 1469 1695">3.6 For many years, the Council has offered hospitality for certain functions as a welcome to the City Hall. In October 2019, the Committee agreed in lieu of hospitality to offer complimentary room hire and waive any room charges to all conference organisers supported by Visit Belfast wishing to host a dinner or reception in the City Hall. This policy has provided very successful and greatly assisted function organisers.</p> <p data-bbox="165 1767 1469 1951">3.7 In recent years hospitality for functions has been discretionary and recommendation is sought from the Committee for future plans. Complimentary hospitality currently offers £500 towards delivery of tea/coffee/biscuits reception or wine/ soft drinks reception. This can cause a number of operational challenges:</p>

<p>3.8</p>	<ul style="list-style-type: none"> • for larger functions, the £500 contribution does not cover the catering for all guests at the drinks reception, meaning that organisers need to supplement this hospitality which causes confusion for the client and catering team. • changes in resourcing in recent years means that staff who provided these receptions are no longer in the Council and the functions team has been honouring approved receptions using external catering companies. <p>Options for the future functions include:</p> <ol style="list-style-type: none"> 1. to continue to offer hospitality/support for organisations celebrating a significant anniversary – 25th, 50th, 75th, 100th anniversaries. This support would be a monetary contribution of £500 (<i>guests up to 250</i>) or £750 (<i>guests 250 up to 500</i>) provided to the organiser to assist in the delivery of their celebratory function in City Hall. This financial support would be acknowledged on function promotional material – menus, invitations. OR 2. to honour existing hospitality approved and cease offering hospitality at future functions; however, the City Hall continue to offer complimentary room hire to charities, community and voluntary groups to welcome and support their function at City Hall. <p><u>Financial and Resource Implications</u></p>
<p>3.9</p>	<p>The implementation of charging for external functions has commenced, in line with the Committee’s decisions in the matter. Hospitality for functions will be funded out of the existing civic events budget.</p>
<p>3.10</p>	<p><u>Equality and Good Relations / Rural Needs Implications</u></p> <p>There are no direct good relations, equality or rural needs implications arising from this report.</p>
<p>4.0</p>	<p>Document Attached</p>
	<p>Schedule of function requests received up to 1st April, 2022</p>