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

06.10.2026

MEETING OF PEOPLE AND COMMUNITIES COMMITTEE

Dear Alderman/Councillor,

In addition to those matters previously notified to you, the following item(s) will also be considered at the meeting to be held at 5.15 pm on Tuesday, 6th October, 2026.

Yours faithfully,

John Walsh

Chief Executive

AGENDA: 7

- (i) Request for the Use of Parks (Pages 1 - 4)

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Subject:	Request for the use of Parks for 2026 Events
Date:	Tuesday 06 October 2026
Reporting Officer:	Stephen Leonard, Director of City and Neighbourhood Services.
Contact Officer:	Paula Irvine, Parks Events and Outreach Manager

Restricted Reports	
Is this report restricted?	Yes ☐ No ☒
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. 2. Information likely to reveal the identity of an individual. 3. Information relating to the financial or business affairs of any particular person (including the council holding that information) 4. Information in connection with any labour relations matter 5. Information in relation to which a claim to legal professional privilege could be maintained. 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	☐ ☐ ☐ ☐

Call-in	
Is the decision eligible for Call-in?	Yes ☒ No ☐

1.0	Purpose of Report/Summary of Main Issues
1.1	The Committee is asked to note that Council has received requests from event organisers to host events in Belfast City Council Parks during 2026. • CIYMS Festive 5K Run, organised by Orangegrove Athletics Club at Belmont Park. • Halloween Twilight Event at Strangford Avenue Playing Fields, delivered by BCC Parks Outreach in partnership with Glenveagh SEN School and the Friends of Glenveagh.
2.0	Recommendation
2.1	The Committee is asked to grant authority to the applicants for the proposed events on the dates noted; subject to the completion of the appropriate event management plans and satisfactory terms being agreed by the Director of City & Neighbourhood Services and on the condition that the Event Organisers: - resolves all operational issues to the Council's satisfaction; - meets all statutory requirements including Public Liability Insurance cover, Health and Safety, and licensing responsibilities; and - shall consult with adjoining public bodies and local communities as necessary. 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.
3.0	Main Report
3.1	<u>Key Issues</u>
3.2	If agreed, the event organisers 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.
3.3	<u>CIYMS CI Festive 5K Run – Orangegrove Athletics Club – Belmont Park – Monday 28 December 2026</u>
3.4	Belfast City Council has received a request from Orangegrove Athletics Club to host their CI Festive 5K Run at Belmont Park on Monday 28 December 2026. The fun run has been running for 42 years, and this is the fourth year it will be hosted by Orangegrove Athletics club. Participants are encouraged to attend in fancy dress with prizes being awarded to the best entrants. The number of entrants will be capped at 250 to safely accommodate all runners.
3.5	The event is aimed at raising money for Northern Ireland Hospice with an entrance fee of £10 per person. The entrance fee will be used to cover the costs for hosting the event including first aid, with all remaining funds being donated to the NI Hospice.
3.6	The event organiser has requested permission to collect money on site during the event. Belfast City Council are in receipt of a letter from NI Hospice authorising Orangegrove to fundraise on their behalf.
3.7	NI Hospice charity number: NIC102337

3.8	Key Dates for the event are:
3.9	Set Up – Monday 28 December 2026 – 9am Event – Monday 28 December 2026 – 12pm to 1pm De-rig – Monday 28 December 2026 – 2pm
3.10	<u>Halloween Twilight Event – BCC Parks Outreach in partnership with Glenveagh SEN School and their Friends Group – Strangford Avenue Playing Fields – Thursday 22 October 2026</u>
3.11	The Friends of Glenveagh is the registered charity supporting Glenveagh SEN School in Belfast, which provides education for pupils aged 8 to 19 with severe, profound and complex learning disabilities, autism and associated sensory, communication and medical needs.
3.12	Members will recall that in December 2025, the Council's Property and Projects team relocated containers from Cathedral Gardens to Strangford Avenue Playing Fields. The containers provide a practical base for accessible outdoor learning, environmental and wellbeing activity. Belfast Health Development Unit (BHDU) has also provided funding to support this work, helping to establish the foundations for a more coordinated programme for children and young people with special educational needs.
3.13	Council officers are working with Glenveagh SEN School and the Friends of Glenveagh to understand pupils' needs, test suitable approaches and build a programme around the school community. Areas identified for development include health and wellbeing, habitat enhancement, outdoor learning, Forest School activities and potentially some summer provision.
3.14	The first programmed activity arising from this partnership will be a Halloween Twilight Event at Strangford Avenue Playing Fields. Supported by Council Parks Outreach officers and delivered in partnership with the School and the Friends of Glenveagh, it will provide an accessible and sensory-aware alternative to traditional Halloween events and enable pupils, siblings and families to participate together. The proposed programme includes a small decorated trail, pumpkin patch, sensory and quiet space, interactive dance and movement activity, face painting, best dressed competition and light refreshments.
3.15	The event will take place outside normal park opening hours. Attendance will be limited to 250 people, with tickets priced at £3 per person and managed through advance registration via the school. The Friends of Glenveagh also wish to operate a tuck shop on site and has also requested permission to collect money on site during the event. All proceeds will support the group's Christmas activities, including the purchase of a gift for each pupil and a Santa visit to Strangford Avenue PF or the school dependent on the weather.
3.16	Charity number for Friends of Glenveagh: 111024.
3.17	Learning from the event will inform the development of year-round and seasonal activity at the site, including potential Christmas, Easter and end-of-term programmes. The intention is to consolidate the approach with Glenveagh in the first instance and then widen engagement to the wider cluster of SEN schools, enabling more children, young people and families to benefit from the park and open space. Due to the date on which the request was received and the associated Committee timescales, it will not be possible for the request to be formally ratified prior to the event.
3.18	Residents living around the boundary of Strangford Avenue Playing Fields will receive advance notification by leaflet or letter, setting out details of the event and relevant contact information.

3.19	Participants will be encouraged to use the parking available within the Glenveagh School grounds. If weather conditions are unsuitable, the event will be relocated to Glenveagh School.
3.20	The Parks Outreach Team will work with the school during the week before the event to decorate the small Halloween trail. Subject to operational agreement, the decorations may remain in place until after Halloween and will be removed shortly afterwards.
3.21	Key Dates for the event are: Set Up – Thursday 22 October 2026 – 9am Event – Thursday 22 October 2026 – 6pm to 8pm De-rig – Thursday 22 October 2026 – 8pm to 9pm
3.22	<u>Financial and Resource Implications</u> There are no known financial or resource implications arising from the recommendations in this report. The work at Strangford Avenue at present is supported through existing Council resources and funding provided by Parks Outreach & BHDU.
3.23	<u>Equality or Good Relations Implications/Rural Needs Assessment</u> There are no adverse equality, good relations or rural needs implications. The Halloween event is intended to provide an inclusive and sensory-aware opportunity for pupils with complex and additional needs and their families.
4.0	Appendices
	None