



Subject:	Requests for use of the City Hall
Date:	22 May 2026
Reporting Officer:	Nora Largey, City Solicitor and Director of Legal and Civic Services
Contact Officer:	Christopher Burns, Interim Functions and Exhibition Manager

Restricted Reports									
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
<p>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</p> <p>Insert number <input type="checkbox"/></p> <ol style="list-style-type: none"> 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 									
<p>If Yes, when will the report become unrestricted?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">After Committee Decision</td> <td style="width: 30%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>After Council Decision</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sometime in the future</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Never</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		After Committee Decision	<input type="checkbox"/>	After Council Decision	<input type="checkbox"/>	Sometime in the future	<input type="checkbox"/>	Never	<input type="checkbox"/>
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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/Summary of Main Issues
1.1	This paper, together with the attached appendix, contains the recommended approach in

1.2	<p>respect of each of the requests by external organisations for access to the City Hall function rooms received up to 8 May 2026.</p> <p>The report also seeks to address recent queries raised recently by Elected Members around the use of crockery, cutlery, glassware and linen.</p>
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • Approve the recommendations as set out in Appendix 1.
3.0	Main report
3.1	<p><u>Background Information</u></p> <p>The current criteria for use of the function rooms used to review external applications is set out below.</p> <p>3.2 Functions are invited for a range of purposes, including those:</p> <ul style="list-style-type: none"> • which support other events in the city; are of demonstrable economic benefit to Belfast, • celebrate or commemorate a notable achievement or significant anniversary by an organisation or body with close links to the city or Northern Ireland or those, • organised by recognised local community or voluntary sector groups for non-profit and non-political purposes. <p>3.3 Functions that may not be allowed;</p> <ul style="list-style-type: none"> • are those 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, • or private events or functions which have no compelling links to the council or the city specifically and which could instead use local private sector facilities. <p>3.4 <u>Key Issues</u></p> <p>Committee will recall that at its meeting on 23rd January 2026 it considered an update on the City Hall Income Generation Project and subsequently agreed the revision of criteria for the use of Belfast City Hall and the provision of room hire fees and additional charges / recharges for event services. The events listed in the schedule of Appendix 1 have been reviewed against this new criteria and room hire prices applied on this basis.</p> <p>3.5 Elected Members also recently queried if the new charges implemented to recover costs for services at City Hall included the use of crockery, cutlery, glassware and linen. The new charges do not change how these items have always been provided. Crockery, cutlery,</p>

	<p>glassware and table linens have always been provided by the external catering company selected by the event organiser. All caterers include the provision of these items as a separate charge.</p> <p><u>Financial & Resource Implications</u></p>
3.6	None.
	<p><u>Equality or Good Relations Implications / Rural Needs Assessment</u></p>
3.7	None.
4.0	Appendices – Documents Attached
	Appendix 1 - Schedule of function requests received up to 8 May 2026.