

Public Document Pack

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



**Belfast
City Council**

MEETING OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE -REPORTS TO FOLLOW

Dear Alderman/Councillor,

The above-named Committee will meet both online and in-person, in the Lavery Room - City Hall on Friday, 20th March, 2026 at 9.30 am, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

AGENDA:

8. Operational Issues

- (c) Requests for use of the City Hall and the provision of Hospitality (Pages 1 - 4)
- (f) Request for the use of City Hall grounds for various events in July 2026 (Pages 5 - 8)



Subject:	Requests for use of the City Hall
Date:	20 March 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 style="width: 30px; height: 20px;" type="text"/></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 	
If Yes, when will the report become unrestricted?	
<p>After Committee Decision</p> <p>After Council Decision</p> <p>Sometime in the future</p> <p>Never</p>	<input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" 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 requests by external organisations for access to the City Hall function rooms received up to 6 March 2026.
2.0	Recommendations
2.1	The Committee is asked to: <ul style="list-style-type: none"> • Approve the recommendations as set out in Appendix 1.
3.0	Main report
	<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	Functions are invited for a range of purposes, including those: <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.
3.3	It is considered that these events meet the above criteria, and it is therefore recommended that Committee approve the applications listed in Appendix One.
	<u>Financial & Resource Implications</u>
3.4	None.
	<u>Equality or Good Relations Implications / Rural Needs Assessment</u>
3.5	None.
4.0	Appendices – Documents Attached
	Appendix 1 - Schedule of function requests received up to 6 March 2026

MARCH 2026 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	CHARGES
The Chartered Institute of Management Accountants	9 October 2026	CIMA Awards & Gala Dinner 2026 – reception followed by dinner, awards and entertainment. Numbers attending: 150	Yes	<ul style="list-style-type: none"> • Room Hire of £1250 • Any applicable additional charges
WAVE Trauma Centre	14 October 2026	Book Launch: Celebrating 35 Years of WAVE Trauma Centre – Reception followed by dinner and speeches to mark 35 years of cross-community work aiding those who have been directly impacted by ‘the Troubles’ Numbers attending: 65	Yes	<ul style="list-style-type: none"> • No Room Hire • Any applicable additional charges <i>With 20% charity deduction applied to final total</i>
SOS Bus N. Ireland	29 October 2026	Volunteer Celebration to mark 20 years event with buffet, speeches and entertainment. SOS Bus provide welfare support, first aid, mental health intervention and community safety to anyone who becomes vulnerable. Numbers attending: 200	Yes	<ul style="list-style-type: none"> • No Room Hire • Any applicable additional charges <i>With 20% charity deduction applied to final total</i>
Scouts Northern Ireland	8 January 2027	Chief Scout’s Award and King’s Scout Award Certificate Presentation – Annual awards ceremony Numbers attending - 500	Yes	<ul style="list-style-type: none"> • Room Hire of £1250 • Any applicable additional charges <i>With 20% charity deduction applied to final total</i>
Multi-Ethnic Sports & Cultures Northern Ireland (MSCNI)	9 January 2027	NISCANS Awards & Community Reception 2027 – Reception followed by awards ceremony celebrating volunteering, community leadership and positive cross-community relations Numbers attending: 180	Yes	<ul style="list-style-type: none"> • Room Hire of £1250 • Any applicable additional charges <i>With 20% charity deduction applied to final total</i>

MARCH 2026 CITY HALL FUNCTION APPLICATIONS

Glaucoma UK	17 November 2027	<p>UKEGS Dinner - annual conference for clinicians working in the field of glaucoma. Attendees will be ophthalmologists, optometrists, senior research academics, speakers.</p> <p>Numbers attending: 300</p>	Yes	<ul style="list-style-type: none"> • Room Hire of £1250 • Any applicable additional charges <p><i>With 20% charity deduction applied to final total</i></p>
Belfast City Mission	3 December 2027	<p>Christmas Carol service to mark 200th Anniversary – As part of a series of events to mark this significant milestone in organisations history. City Mission is a Christian charity with halls in 14 districts running youth clubs, food banks, after school clubs, and senior citizen meetings.</p> <p>Numbers attending: 200</p>	Yes	<ul style="list-style-type: none"> • No Room Hire • Any applicable additional charges <p><i>With 20% charity deduction applied to final total</i></p>



Subject:	Request for use of City Hall grounds for various events in July 2026
Date:	20 March 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 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
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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	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Is the decision eligible for Call-in? Yes No

1.0	Purpose of Report or Summary of main Issues
1.1	To consider requests from various clients for the use of City Hall grounds; <ul style="list-style-type: none"> • Use of East & West lawns – USA 250 Concert – 4 July 2026 by Ulster-Scots Agency

	<ul style="list-style-type: none"> • Use of Cenotaph and Garden of Remembrance – 13 July 2026 by County Grand Orange Lodge of Belfast • Use of East & West lawns – Orangefest – 13 July 2026 by County Grand Orange Lodge of Belfast
2.0	Recommendations
2.1	<p>The Committee is requested to:</p> <ol style="list-style-type: none"> 1. Authorise the use of the specific areas of City Hall grounds on dates noted above. 2. Authorise the events to take place on the basis of submission of an event management plan and risk assessment to ensure delivery of a safe public events.
3.0	Main report
3.1	<p><u>Background Information</u></p> <p>Members will be aware that requests for the use of City Hall are normally dealt with under the authority delegated by the Committee to the Director of Legal and Civic Services using criteria agreed for this purpose. Occasionally however, it is necessary to place such requests directly before the Committee, and the requests set out below falls into this category.</p>
3.2	<p><u>Key Issues</u></p> <p>A number of requests have been received for events over the summer 2026 period and this report seeks to update members on larger events using City Hall grounds, due to the larger scale of activities involved it is deemed necessary to seek Committee approval.</p>
3.3	<p><u>The Proposed events</u></p> <p>The proposed events would take place in the specific areas of the grounds listed and where possible other areas such as the Titanic Garden will remain open to the public. Access to the City Hall building will only be limited when deemed necessary in the interests of health and safety.</p>
3.4	<p>In each case, the organisers would be providing all stewarding/marshalling staff & first aiders and would of course have to comply with the usual conditions including indemnities for damage and submission of a formal event-management plan.</p>
3.5	<p><u>4 July 2026 - “USA 250 Concert”</u></p> <p>The Ulster-Scots Agency, working with Entertainment Events Organisation (EEO) are intending to host a concert on 4th July 2026 to mark the 250th Anniversary of the United States Declaration of Independence. The event, financially supported by Belfast City Council and Department for Communities aims to mark the occasion in a high-profile way. The event will feature a range of artists including headline acts with connections to both</p>

	<p>Northern Ireland and the United States showcasing the musical talents as well as the musical links between both. The event will run from approximately 6pm through until 10 pm. EEO will be working with a range of providers to manage the event on behalf of the Ulster-Scots Agency including developing safety plans, booking artists, staging as well as recruiting crew necessary for the event. They will also be working with partners around the ticketing arrangements for the event.</p>
3.6	<p><u>13 July 2026 – Act of Commemoration</u></p> <p>The County Grand Orange Lodge of Belfast seeks permission to access the Cenotaph within the Garden of Remembrance at City Hall for their annual act of solemn commemoration as part of their annual 12th July demonstration. The activity is planned to take place between 10am and 11am and has been accommodated annually for many years without issue.</p>
3.7	<p><u>13th July 2026 – “Orangefest”</u></p> <p>The County Grand Orange Lodge of Belfast seeks permission to again hold their “Orangefest” event providing family activities in City Hall grounds as part of the wider 12th July demonstration. Activities will run from 11am until 3pm and will include jugglers, stilt walkers, a bouncy castle and some food provision. No charges will be levied with a voucher system in place for all attendees.</p>
3.8	<p><u>Financial & Resource Implications</u></p> <p>There would be no further costs for the council as the various organisers would bear any/all stewarding and equipment costs etc themselves and any funding in place has already been agreed and allocated. The utilities costs on the day are of a very minor nature and the normal event support in the form of electrical and water provision in the grounds will be provided. There are no concerns from an asset management point of view, although the organisers would be required to provide the usual insurances, indemnities, and obligations.</p>
3.9	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>It is not envisaged that there will be any direct good relations, equality or rural needs implications arising from this report.</p>
4.0	Appendices – Documents Attached
	None.

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