



Subject:	Requests for use of the City Hall and the provision of Hospitality
Date:	22 September 2023
Reporting Officer:	Nora Largey, Interim City Solicitor and Director of Legal and Civic Services
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"/>
Some time 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 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 rooms received up to 8 September 2023.
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
3.1	<u>Background Information</u> The current criteria for use of the function rooms used to review external applications is Functions permitted <ul style="list-style-type: none"> • functions which support other events in the city and which are of demonstrable economic benefit to Belfast whether organised by the council or not

	<ul style="list-style-type: none"> • functions which demonstrably enhance the city’s image nationally or internationally as a desirable commercial, business or tourist destination • 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 • functions organised by recognised local community or voluntary sector groups for non-profit and non-political purposes
3.2	<p>Functions not permitted</p> <ul style="list-style-type: none"> • conferences, meetings, seminars, performances, wedding receptions, private parties or receptions and similar booking requests in the prestige function rooms • 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. • functions which have no compelling links to the council or the city specifically and which could instead use local private sector facilities • 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. • functions which involve exceptionally large or disruptive set-ups or pose a real and tangible risk to the fabric of the building or grounds
	<p><u>Key Issues</u></p>
3.3	<p>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>
3.4	<p>The schedule attached at Appendix 1 covers 7 applications for functions, scheduled for 2023 and 2024.</p>
	<p><u>Financial & Resource Implications</u></p>
3.5	<p>None, any recommendations for hospitality will be met from existing budgets.</p>
	<p><u>Equality or Good Relations Implications / Rural Needs Assessment</u></p>
3.6	<p>None.</p>
4.0	<p>Appendices – Documents Attached</p>
	<p>Appendix 1 - Schedule of function requests received up to 8 September 2023.</p>