



Subject:	Requests for use of the City Hall and the provision of Hospitality
Date:	24 October 2025
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 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	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 10 October 2025.
2.0	Recommendations
2.1	The Committee is asked to: • 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 permitted • functions which support other events in the city and which are of demonstrable economic benefit to Belfast whether organised by the council or not. • 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.
3.3	Functions not permitted • 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.
	<u>Key Issues</u>
3.4	Committee will recall that at its meeting on 24 th May 2024, it considered an update on the City Hall Income Generation Project. Committee was advised that charging for the use of the Council's function rooms will be considered as part of a later stage of this project. This will include looking at a review of the current pricing structure and the provision of hospitality.

	Pending this work being brought to Committee, delegated authority was given to the City Solicitor and Director of Legal & Civic Services to depart from the existing charging structure and negotiate room hire charges for commercial type events.
3.5	The standard charging structure will apply to the events listed in the Schedule at Appendix 1 up until the end of the current financial year. Events from April 2026 onwards will not have prices confirmed to organisers until conclusion of current review.
	<u>Financial & Resource Implications</u>
3.6	None, any recommendations for hospitality will be met from existing budgets.
	<u>Equality or Good Relations Implications / Rural Needs Assessment</u>
3.7	None.
4.0	Appendices – Documents Attached
	Appendix 1 - Schedule of function requests received up to 10 October 2025.