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Subject:	Request for the use of Parks for 2025 Events
Date:	2 nd December 2025
Reporting Officer:	David Sales, Strategic Director of City and Neighbourhood Services.
Contact Officer:	Stephen Leonard, Director of Resources, Fleet and OSS.

Restricted Reports

Is this report restricted?

Yes

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No

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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

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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

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Call-in

Is the decision eligible for Call-in?

Yes

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No

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1.0	Purpose of Report/Summary of Main Issues
1.1	The Committee is asked to note that Council has received a late request from Lagmore Youth Project to host a series of Christmas events at Pairc Nua Chollan during the month of December. If approved the event will take place before the decision can be ratified at full Council in January.
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:
2.2	<ul style="list-style-type: none"> I. resolves all operational issues to the Council's satisfaction. II. meets all statutory requirements including Public Liability Insurance cover, Health and Safety, and licensing responsibilities; and III. shall consult with adjoining public bodies and local communities as necessary. <p>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.</p>
3.0	Main Report
3.1	<u>Key Issues</u>
3.2	If agreed, the event organiser 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	The event request comes late to the department as the opportunity to fund the event has only come to fruition over the past number of weeks. The organisers have secured funding for the event from the Northern Ireland Housing executive.
3.4	The organisers have asked for some additional financial support from Council where the overall event budget doesn't cover some of the activities. The Parks Events and Outreach team hold an animation budget for the park to assist with programming following the regeneration project of the park.
3.5	Lagmore Youth Project organise and deliver a range of events and programmes of activity in the park that assist Council to deliver on the agreed outcomes as laid out in the funding application to Urban Villages.
3.6	<u>Light up the Night – Pairc Nua Chollan and the Education Zone within the Park</u>
3.7	Lagmore Youth Project are proposing to host a Christmas Light display at Paric Nua Chollan over 6 evenings in December. The events will be free to attend and will consist of visuals, music and lights to entertain park users. Members of the public will be asked to remain on the main walkway on the external side of the education space and watch the display that will be held within the boundary of the education Space.
3.8	Further to this the organisers will host Santa's post office in the Education space over 4 days. Members of the public will be able to access the education centre and take part in

	<p>writing a letter to Santa and prepare reindeer food for Christmas. Members of the public will then be able to walk along the lit-up forest trail to Santas Post Office. The post office will be a 5m x 3m Shed that will be built for the event. Santas Visit will be a donation led part of the event everything else will be free.</p>
3.9	<p><u>The Key Dates and times are as follows.</u></p> <ul style="list-style-type: none"> • Thursdays & Fridays in December 2025 <ul style="list-style-type: none"> ○ Site open to public: 5:00pm – 8:00pm ○ Queue animated light & music experience: from 5:00pm ○ Countdown sequence: 6:30pm (30-minute countdown) ○ PA announcements re: dimming of park lights: from 6:55pm ○ Main projection light show: 7:00pm – 7:20pm • Saturdays in December 2025 <ul style="list-style-type: none"> ○ Full programme (Light Up The Night + family winter experience) ○ Winter Wonderland (<i>The Enchanted Post Office at Páirc Nua</i>): 3:00pm – 8:30pm ○ Projection and light show schedule as above
3.10	<p><u>Financial and Resource Implications</u></p> <p>An annual animation budget of £15k to support programming at the park was agreed at a prior meeting of the people and communities committee. The Parks Outreach Manager will support aspects of the event financially by way of raising purchase orders. Financial support coming from the animation budget.</p>
3.11	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>There are no known implications.</p>
4.0	<p>Appendices</p>
	<p>None</p>