



Subject:	Request for the use of Botanic Gardens
Date:	Friday 18 th September 2026
Reporting Officer:	Stephen Leonard, Director of Neighbourhood Services
Contact Officer:	Paula Irvine, Parks Events and Outreach Manager

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 the Belfast Film Festival to host an outdoor cinema screening at Botanic Gardens on the 03 rd October 2026.

	The request was received with no opportunity to include it within the request going to the September meeting of P&C.
2.0	Recommendation
2.1	The Committee is asked to grant authority to the applicant for the proposed event on the date 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: 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.
2.2	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.
3.0	Main Report
	<u>Key Issues</u>
3.1	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.
3.2	Belfast Film Festival propose to host a Film Day in Botanic Gardens to Celebrate the 40 th anniversary of the popular film Little Shop of Horrors. The organisers plan to programme two further botanical plant related films with the others being the family orientated FernGully and Secret of Kells.
3.3	The Belfast Film Festival are in receipt of a BCC cultural multi annual grant to assist with the delivery of the event.
3.4	The choice of location beside the tropical ravine is to make the screening stand out as a special event and to encourage families to visit the ravine either before the screening or after. The screen and audience will be positioned on the grass area next to the tropical ravine.
3.5	All films will be PG rated.
3.6	Tickets to attend the screening will be priced as follows:

	Admission Based on the film choices: Fern Gully and Secret of Kells £6 per adult and £4 concession and under 16's - 2 and under FREE. Little Shop Of Horrors £8 per adult and £5 concession and under 16's - 2 and under FREE.
3.7	There will be food vendors at the event and the organisers will link in with the existing vendors on site to provide opportunities for them.
3.8	Belfast Film Festival have been delivering events in Belfast Parks and City Hall Grounds for many years.
3.9	<u>The Key Dates and times are as follows:</u> Set Up – Saturday 03rd Oct from 7.30am Screenings – Saturday 03rd Oct FILM SCREENING 1 starts 10:30am ends at 12noon FILM SCREENING 2 starts 1pm ends at 3:30pm FILM SCREENING 3 starts 4:30pm ends at 6:15pm De Rig – Saturday 03rd Oct by 10pm <u>Financial and Resource Implications</u>
3.10	The organisers have received funding from Belfast City Council to deliver the event. There will be an admission charge for anyone wishing to attend. <u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.11	There are no known implications.
4.0	Appendices – Documents Attached
	None