



Subject:	Requests for use of the City Hall and the provision of Hospitality
Date:	21 st April 2017
Reporting Officer:	Gerry Millar, Director of Property & Projects
Contact Officer:	George Wright, Head of Facilities Management

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 or Summary of main Issues
1.1	Members will be aware that the Committee, at its meeting of 6 th January 2017, agreed to modify the criteria governing access to the City Hall function rooms for external organisations. The Committee also agreed to the implementation of hire charges for some categories of function, and also revised the approach to the provision of civic hospitality for functions. Some further modifications to this approach were then agreed in March 2017.
1.2	The Committee will also be aware that responsibility for the administration of function booking requests has transferred to the Civic HQ Unit of the Facilities Management Section, with effect from 1 st April 2017. This report and attached schedule are therefore the first to be based solely on the criteria and approaches set out below.

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 to this report.
3.0	Main report
3.1	The attached schedule contains the recommended approach in respect of each of the requests received in March 2017 and which appear to comply with the criteria established by the Committee.
3.2	In terms of the provision of civic hospitality it will be noted that only one of the events is recommended to be offered hospitality, namely the Belfast Hospital School event which deals with long-term hospitalised children. This hospitality would be in the form of tea/coffee and soft drinks etc, to the value of £2 per person.
3.3	In terms of charging, three of the recommended events would attract a charge. Two of these, the NI Kids Ltd and Belfast Health & Social Care Trust event would be charged the lower evening rate of £300, while the Marks & Spencer 50 th Anniversary Ball event would attract the full evening 'commercial' charge of £825 given its scale and scope, in line with the new criteria and charging mechanisms.
3.4	There are no recommended applications of the once-in-three-years rule in respect of these applications.
3.5	One application has been received in respect of a function scheduled for 2018, which has been included here in order to provide the organizers with ample time to plan their event.
	<u>Key Issues</u>
3.6	The revised criteria and scale of charges have been applied to the requests received and recommendations are herein offered to the Committee on this basis.
	<u>Financial & Resource Implications</u>
3.7	The implementation of charging for external functions has now commenced, in line with the Committee's decisions in the matter.
	<u>Equality or Good Relations Implications</u>
3.8	There are no direct good relations or equality implications arising from this report.
4.0	Appendices – Documents Attached
	Appendix 1 - Schedule of Function requests received in April 2017

