

Appendix 1

APRIL 2017 FUNCTION APPLICATIONS						
NAME OF ORGANIZATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMENDATION
Conway Education Centre	20 June 17	Reception to present adult students with qualifications/ certificates gained and formal thank you to volunteers	Yes – c & d	No charge (charity)	No	Allow No charge No hospitality
NI Kids Ltd	7 July 17	Awards Ceremony to recognize organization and special individuals who put families and young children at the heart of this business.	Yes – b & c	£300	No	Allow Charge £300 No hospitality
Walkway Community Association	25 August 17	A showcase of Walkway projects and reception to celebrate their volunteers	Yes – a, c & d	No charge (community)	No	Allow No charge No hospitality
OMNI (Malayalis NI)	3 September 17	A Cultural dinner and entertainment programme to celebrate PONNONAM.	Yes – d	No charge (community)	No	Allow No charge No hospitality
Marks & Spencer's 50 th Anniversary Ball	30 September 17	Commemorate 50 years of trading in NI with 200 staff and suppliers.	Yes – a & c	£825	No	Allow £825 No hospitality
Belfast Hospital School	19 October 17	Night of Celebration and Prize giving for pupils who attend Belfast Hospital School; children who are unable to attend school because of physical or mental illness.	Yes – c	No charge (charity)	Yes – Tea, Coffee (£2 per head)	Allow No charge Hospitality Tea/ Coffee/ Biscuits reception £2 per head

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Belfast Health & Social Care Trust	23 November 17	Belfast Trust has staff of 22,000 and the Chairman's Awards recognize, award and celebrate the achievements of some of these staff.	Yes –c	£300.00	No	Allow £300 No hospitality
NOW Group Graduation	28 February 18	Annual Graduation ceremony and celebration for trainees supported by NOW Group – not for profit organization providing support to people with barriers to employment & learning.	Yes – c & d	No charge (charity)	No	Allow No charge No hospitality