



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 (Ext.5206)

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.

1.3	The attached schedule contains the recommended approach in respect of each of the requests received in May 2017 and which appear to comply with the criteria established by the Committee.
1.4	In terms of the provision of civic hospitality it will be noted that two of the events are recommended to be offered hospitality, namely the Champions 4 Peace event which helps young people to manage conflict and appreciate diversity and the Fleming Fulton special school request. This hospitality would be in the form of tea/coffee and soft drinks etc, for the Champions 4 Peace group and would be limited in value to the agreed £2 per person. The Fleming Fulton request would involve a drinks reception to a maximum value of £500. It is proposed that none of the applications made during May 2017 would attract a change.
1.5	The schedule also contains details of several large events booked for 2018, as the organisers are keen to begin their event planning. Of these, it will be seen that all 3 of the planned events are recommended to receive civic hospitality in the form either of a drinks reception or tea/coffee. Of these, 2 events are recommended to attract the full evening charge.
1.6	There are no recommended applications of the once-in-three-years rule in respect of these applications.
2.0	Recommendations
2.1	The Committee is asked to: <ul style="list-style-type: none"> • Approve the recommendations as set out in the appendix to this report.
3.0	Main report
3.1	<u>Key Issues</u> 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.
3.2	<u>Financial & Resource Implications</u> The implementation of charging for external functions has now commenced, in line with the Committee's decisions in the matter.
3.3	<u>Equality or Good Relations Implications</u> 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 May 2017

