

MAY 2017 FUNCTION APPLICATIONS

NAME OF ORGANIZATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
MAY 2017 REQUESTS						
Peace-players International Champions4Peace Celebration Event	16 August 2017	Reception to recognize the work and efforts of Champions4Peace – a programme for young people to identify, manage conflict and appreciate diversity. Attending - 80	Yes – c & d	No charge (charity)	Yes TCB £2 per head as small reception and would assist in the delivery of this event and small numbers attending	Allow No charge Hospitality – TCB reception £2 per head max 80 people
Business in the Community	29 September 2017	Networking event to allow business people to meet with and learn of third sector organizations and their needs – encourage business to work with local communities. Attending – 60	Yes – a & d	No charge (charity)	No – business and trustees attending.	Allow No charge No Hospitality
Fleming Fulton School	21 September 2017	To recognize a significant milestone in the school's history and celebrate the work of special schools within Belfast	Yes - c	No charge	Yes, wine reception up to £500 in value	Allow No charge Civic hospitality
2018 EVENT REQUESTS						
IAFP Forensic	17 May 2018	Welcome reception for international delegates attending the IAFP Conference Attending - 80	Yes – a & b	No charge (charity)	Yes – TCB	Allow No charge Hospitality – TCB reception £2 per head max 80 people or wine reception
University of Ulster International Conference of Structure in Fire dinner	7 June 2018	Welcome reception and dinner for delegates attending this 3 day conference in Belfast Attending – 260	Yes – a & b	£825.00 (university not a charity)	Yes Max £500.00 wine reception	Allow Charge £825 Hospitality – Wine reception
British Sociological Association	13 September 2018	Welcome reception and dinner for delegates attending this 4 day conference in Belfast Attending – 200	Yes – a & b	£825	Yes Max £500.00 wine reception	Allow Charge £825 Hospitality – Wine reception