



<b>Subject:</b>	Requests for use of the City Hall and the provision of Hospitality
<b>Date:</b>	23 <sup>rd</sup> June 2017
<b>Reporting Officer:</b>	Gerry Millar, Director of Property & Projects
<b>Contact Officer:</b>	George Wright, Head of Facilities Management

<b>Restricted Reports</b>	
<b>Is this report restricted?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>If Yes, when will the report become unrestricted?</b>	
<b>After Committee Decision</b>	<input type="checkbox"/>
<b>After Council Decision</b>	<input type="checkbox"/>
<b>Some time in the future</b>	<input type="checkbox"/>
<b>Never</b>	<input type="checkbox"/>

<b>Call-in</b>	
<b>Is the decision eligible for Call-in?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	Members will be aware that the Committee, at its meeting of 6 <sup>th</sup> 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 on foot of the agreed efficiency programme. Some modifications to this approach were then agreed at the Committee's meeting of 24 <sup>th</sup> March 2017.
1.2	It is now proposed that further modifications be made to the criteria to cover two specific situations which are arising more frequently. These scenarios are as follows:-

<p>1.3</p> <p>1.4</p> <p>1.5</p>	<p>a) where a large event with significant international attendees is booked (which may often involve a bid to bring a specific event or function to Belfast) and is supported by the Belfast Welcome Centre the Committee may at its discretion waive or reduce any room hire charges and/or agree the provision of a civic drinks reception up to a maximum value of £500;</p> <p>b) where an educational establishment seeks use of the City Hall prestige rooms the following approach to be applied:-</p> <ul style="list-style-type: none"> <li>I. where an event is organised by a parent/teacher group or other voluntary grouping no room hire charges will be levied and the Committee may at its discretion provide civic hospitality;</li> <li>II. where an event is organised and funded by a specific school or college etc the lower rate of £300 will be applied and the Committee may at its discretion also provide civic hospitality; and</li> <li>III. where an event is organised by an umbrella body (e.g. Education &amp; Library Board, major University/College or group of schools/colleges etc) the standard room hire rates and hospitality criteria will be applied subject always to the Committee's discretion.</li> </ul> <p>The attached schedule contains the recommended approach in respect of each of the requests received up to June 2017 and which appear to comply with the criteria previously established by the Committee. A number of function requests due to be held in 2018 have been withheld until August, in order to allow consideration of further proposed revisions to the criteria as set out at 1.2(a&amp;b) above and any agreed revisions to the criteria.</p> <p>The schedule covers applications for functions in 2017 but also contains details of several large events booked for 2018, as the organisers are keen to begin their event planning.</p> <p>There are no recommended applications of the once-in-three-years rule in respect of these applications.</p>
<p><b>2.0</b></p>	<p><b>Recommendations</b></p>
<p>2.1</p>	<p>The Committee is recommended to:</p> <ul style="list-style-type: none"> <li>1. approve the revisions to the current access and hospitality criteria as set out in 1.2(a&amp;b) above; and</li> <li>2. approve the recommendations made in respect of applications received up to June 2017 as set out in Appendix 1 attached to this report.</li> </ul>

<b>3.0</b>	<b>Main report</b>
3.1	<p><u>Key Issues</u></p> <p>The existing revised criteria and scale of charges have been applied to the requests received and recommendations are herein offered to the Committee on this basis. Some further modifications to the existing criteria are set out at 1.2(a&amp;b) above for the Committee's consideration and approval.</p>
3.2	<p><u>Financial &amp; Resource Implications</u></p> <p>The implementation of charging for external functions has now commenced, in line with the Committee's decisions in the matter.</p>
3.3	<p><u>Equality or Good Relations Implications</u></p> <p>There are no direct good relations or equality implications arising from this report.</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	Appendix 1 -Schedule of Function requests received up to June 2017