

## AUGUST 2017 FUNCTION APPLICATIONS

NAME OF ORGANIZATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
<b>2017 EVENTS</b>						
Wandsworth Community Association	18 Sept 2017	Reception followed by Awards Ceremony and dinner. Queens Awards for Voluntary Service being presented by Lord Lieutenant. Attending – Approx. 80	Yes – C & D	No charge (charity)	Yes Wine reception up to £500 max (community group evening event)	Allow No charge Wine reception
Homecoming Event	6 Oct 2017	4 course dinner followed by entertainment Attending - 250	Yes – A & B	Yes £300 <i>(not £825 as dinner linked to BCC Sister Cities)</i>	Yes – Wine reception up to £500 max ( international guests linked with EDU/BCC)	Allow Charge £300 Wine reception
Family Nurse Partnership	9 Oct 2017	2 hour event with buffet and speeches welcoming International Family Nurses who are in the City for training on Domestic Violence Attending - 45	Yes – A & B	Yes £115	Yes – Wine reception up to £500 max (international guests)	Allow Charge £115 Wine reception
Belfast Recovery College	16 Oct 2017	Formal launch of Belfast Trust Recovery College Attending – 150-200	Yes – A & D	No charge (voluntary)	Yes – Tea/Coffee reception £2 per head	Allow No charge Tea/ coffee reception
Northern Ireland Anti-Bullying Forum	13 Nov 2017	Launch of Anti-Bullying Week and Awards Ceremony  Attending - 100	Yes C & D	No charge (charity)	Yes – Tea/Coffee reception £2 per head	Allow No charge Tea/ coffee reception
Polish Educational and Cultural Organisation	19 Nov 2017	Cultural event to celebrate Polish Independence Day  Attending 100-150	Yes C & D	No charge (charity)	Yes – Tea/Coffee reception £2 per head	Allow No charge Tea/ coffee reception
<b>2018 EVENTS</b>						
Helplines Network Northern Ireland	6 Feb 2018	Information Day with speeches and presentations to mark NI Helplines Day 2018, Attending 150	Yes C & D	No charge (voluntary)	Yes – Tea/Coffee reception £2 per head	Allow No charge Tea/ coffee reception
Ulster University Science Festival	22 February 2018	Turing Lecture and exhibition as part of the city wide Science Festival.  Attending 500	Yes A & B  1 in 3 rule to be applied	Yes £300	No	Allow 1 in 3 rule to be applied Charge £300 No hospitality
Queen's University Belfast Women's	21 May 2018	A talk exploring Women and Leadership followed	Yes A & B	Yes £300	No	Allow Charge £300 No hospitality

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Leadership TEDx		by dinner  Attending 150-200				
Queen's University Belfast School of Medicine	24 May 2018	Reception to welcome delegates who are attending symposium on Diabetic Eye Disease  Attending 150	Yes A & B	Yes £300	Yes – Wine reception up to £500 max (international guests large conference)	Allow Charge £300 Wine reception
Conference Partners International – Belfast Summit	28 May 2018	Welcome Reception For Belfast Summit on Global Food Integrity  Attending 700	YES A & B	Yes £300	Yes – Wine reception up to £500 max (international guests large conference)	Allow Charge £300 Wine reception
Driver and Vehicle Agency  CIECEA General Assembly	30 May 2018	50 <sup>th</sup> CIECEA General Assembly 2018 being held in Belfast – Reception, Dinner, Entertainment  Attending 200-250	Yes A, B & C	No charge Conference supported by Visit Belfast	Yes – Wine reception up to £500 max (international guests large conference)	Allow No Charge Wine reception
ADRC NI Centre for Public Health, QUB	21 June 2018	Welcome reception, dinner and ceili for delegates attending this 2 day conference in Belfast  Attending – 250	Yes – A & B	£825.00 (university not a charity)	Yes – Wine reception up to £500 max (international guests large conference)	Allow Charge £825 Wine reception
<b>2019 EVENTS</b>						
Instonians Rugby Club	17 May 2019	Dinner, Speeches and Dance to celebrate centenary of the Club  Attending 375	Yes – C & D	No charge (community)	Yes – Wine reception up to £500 max (international guests large conference)	Allow No Charge Wine reception