

NOVEMBER 2017 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2018 EVENTS						
Moment Health	30 November 2107	Lean in Belfast all Together Reception with speakers and food for guests from technology industry from France, Germany and USA. Numbers Attending - 200	Yes A & B	No (Charity)	No	Already approved under Director Delegated authority
Royal Mail	Jan – May 2018 TBC	Pride Postbox and Drinks Reception – helping to promote diversity in Belfast and linking in with other Pride events. Multi-coloured post box in city hall for staff and public use. Numbers Attending – 100 /300 tbc	Yes D	No – linked to Belfast Agenda	No as commercial company	Approve No charge No hospitality
SANDS – Stillbirth and Neonatal Death Charity	January 2018	Still Parents Remembrance service and reception for bereaved parents to celebrate the lives of the children and mourn their deaths. Numbers Attending – 100	Yes C & D	No (Charity)	Yes – Tea and coffee reception	Approve No charge Tea and Coffee Reception
Justice and Peace Europe	10 February 2018	European Conference of Justice and Peace Commissions – reception and dinner to promote Belfast and coordinate the role in societal and human right Numbers Attending – 30 / 40	Yes A, B & D	No (Charity)	No – small reception	Approve No charge No hospitality

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Queens University Belfast	19 February 2018	Recomposing the City reception – launch with canapés and wine for a guide for urban planners in Belfast and NI. Numbers Attending - 100	Yes A & B	Yes Charge £300	Yes - Wine Reception	Approve £300 Wine Reception
Association of Talking Newspapers	16 April 2018	Launch of Talking Newspapers Video – celebrating and promoting this service to those who struggle to physically read newspapers themselves. Numbers Attending - 150	Yes D	No (Charity)	Yes – Tea and Coffee Reception	Approve No charge Tea and Coffee Reception
Belfast County Guides	3 May 2018	Girl Guiding Awards – Annual event to celebrate the achievements of local children and adults involved in the organization. Numbers Attending - 250	Yes D	No (Charity)	Yes – Tea and Coffee Reception	Approve No charge Tea and Coffee Reception
Chartered Accountants Ireland	17 May 2018	Chartered Accountants Ireland Past Presidents Dinner and drinks reception for Past Presidents and members. Numbers Attending - 150	Yes A & B 1 in 3 rule	Yes Charge £300	No	Approve 1 in 3 year rule applied Charge £300 No Hospitality
Belfast HSC Trust	5 June 2018	Belfast Trust Volunteer Recognition Reception – refreshments, speeches and presentation to volunteers of the Trust. Numbers Attending - 140	Yes C & D	Yes Charge £300	Yes – Tea and Coffee Reception	Approve Charge £300 Tea and Coffee Reception

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Queens University Belfast Centre for Secure Technologies	29 August 2018	International Privacy, Security and Trust Conference 2018 – Reception, Tour and dinner for delegates of 3-day conference. Numbers Attending - 150	Yes A	Yes Charge £300	Yes - Wine Reception	Approve £300 Wine Reception
Royal College of Midwives	30 November 2018	Royal College of Midwives Gala Dinner – Centenary celebration celebrating the Midwives (Ireland) Act 1918 Numbers Attending - 200	Yes C	No (Charity)	Yes - Wine Reception	Approve No Charge Wine Reception
2019 EVENTS						
European Political Science Association	21 st June 2019	Annual Conference Welcome Reception – Networking event for the 3-day conference being held at QUB exploring the teaching of Politics. Numbers Attending - 600	Yes A & B	No – bid supported by Visit Belfast	Yes - Wine Reception	Approve No Charge Wine Reception