



Subject:	Request for the Use of the Banqueting Hall
Date:	24th November, 2017
Reporting Officer:	John Walsh, City Solicitor
Contact Officer:	Sandra Robinson, Lord Mayor's Principal Officer

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/Summary of Main Issues
1.1	To seek authority for the Lord Mayor to use the Banqueting Hall to host a monthly Parent and Toddler event.
2.0	Recommendation
2.1	The Committee is requested to <ul style="list-style-type: none">• Authorise the use by the Lord Mayor of the Banqueting Hall to host a monthly Parent and Toddler event, as outlined below.
3.0	Main Report
	<u>Key Issues</u>
3.1	Last month, the Lord Mayor hosted a Parent and Toddler event in the Reception Room, City Hall. In light of its success, she is proposing to hold further events during the remainder of her

	<p>term in Office and is suggesting that they be held in the Banqueting Hall, to allow for increased participation from across the city. It is proposed that an event be held each month from December, 2017 until May, 2018, with the exact dates being dependent upon the availability of the room. Each event would last for approximately three hours and would include time to set up and dismantle any equipment used.</p> <p><u>Financial and Resource Implications</u></p> <p>3.2 It is recommended that any hire fee for the use of the Banqueting Hall be waived. Any additional expenditure for this event will be met from the Lord Mayor's Entertainment Allowance.</p> <p><u>Equality or Good Relations Implications</u></p> <p>3.3 There are no equality or good relations implications arising from this report.</p>
4.0	Documents Attached
	None