

DECEMBER 2017 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANIZATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2018 EVENTS						
GEMS NI	19 th January 2018	Employment East Celebration of Achievement – award ceremony with speeches and reception Numbers attending - 100	C & D	No (Charity)	Yes - Wine Reception	Approve No charge Wine Reception
Cara-Friend	16 th Feb 2018	Outing the Past – Festival of LGBT History 2 day event with launch at City Hall officially opened by the Lord Mayor. Numbers attending - 120	C & D	No (Charity)	Yes - Wine Reception	Approve No charge Wine Reception
Volunteer Now	16 th March 2018	Recognising ‘Saintly’ Volunteers – Awards ceremony to celebrate those who volunteer across Northern Ireland. Numbers attending - 400	C	No (Charity)	Yes – Tea and coffee reception	Approve No charge Tea and Coffee Reception
British Institute of Cleaning Science	7 th Sept 2018	NI Cleaning Operative of the Year Awards – Awards Ceremony recognising excellence across the industry. Numbers attending - 100	C	Yes Charge £115	No - as commercial	Approve Charge £115 No Hospitality
European Group for Public Administration (EGPA)	11 Sept 2019	European Group for Public Administration Welcome Reception – Major European Conference being hosted by Queens University, Belfast. Numbers attending – 500.	A & B	Yes Charge £300	Yes - Wine Reception	Approve Charge £300 Wine Reception