



Subject:	Requests for use of the City Hall and the provision of Hospitality
Date:	19 <sup>th</sup> January 2018
Reporting Officer:	Gerry Millar, Director of Property & Projects
Contact Officer:	George Wright, Head of Facilities Management (Ext.5206)

<b>Restricted Reports</b>	
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"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	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 meetings of 24 <sup>th</sup> March 2017 and June 2017.
1.2	The attached schedule contains the recommended approach in respect of each of the requests received up to January 2018 which appear to the Civic HQ Unit to comply with the criteria previously established by the Committee and are recommended for approval.

1.3	The schedule covers some applications for functions in 2018, however a number of function requests due to be held in 2019 have also been included, in order to provide certainty to the organisers of these events and allow them to begin their event planning.
1.4	There are no recommended uses of the once-in-three-years rule in respect of the applications referred to in this report and appendix.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to approve: <ul style="list-style-type: none"> <li>• The recommendations made in respect of applications received up to January 2018 as set out in Appendix 1 attached to this report.</li> </ul>
<b>3.0</b>	<b>Main report</b>
3.1	<u>Key Issues</u> The existing revised criteria and scale of charges have been applied to the various requests received and the recommendations herein are offered to the Committee on this basis for approval.
3.2	<u>Financial &amp; Resource Implications</u> The implementation of charging for external functions has now commenced, in line with the Committee's decisions in the matter.
3.3	<u>Equality or Good Relations Implications</u> There are no direct good relations or equality implications arising from this report.
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	Appendix 1 - Schedule of Function requests received up to January 2018