



Subject:	<b>Requests for Use of the City Hall and the Provision of Hospitality</b>
Date:	16 <sup>th</sup> February 2018
Reporting Officer:	Gerry Millar, Director of Property and 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	This paper, together with the attached appendix, contains the recommended approach in respect of each of the requests by external organisations for access to the City Hall function rooms 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.
<b>2.0</b>	<b>Recommendation</b>
2.1	The Committee is recommended to: <ul style="list-style-type: none"><li>• approve the recommendations made in respect of applications received up to January 2018 as set out in the attached appendix; and</li><li>• approve the waiving of the standard room-hire charge in respect of the Science Festival event.</li></ul>

<b>3.0</b>	<b>Main Report</b>
3.1	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 room-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 agreed at the Committee's meetings of 24 <sup>th</sup> March 2017 & June 2017.
3.2	The schedule covers a number of function applications for functions, all of which are scheduled to take place during 2018. It should be noted that 4 of the applications received have been dealt with by means of the authority delegated by the Committee to the Director of Property and Projects because of the very short timescales involved, and are included in the schedule for information only.
3.3	There is one recommended use of the once-in-three-years rule, in respect of the application received from Ulster Journals (Tatler).
3.4	The Committee is also requested to note and endorse a recommended change to a previously-approved function request. The request for a Science Festival event was originally approved subject to the standard room-hire charge, however the organisers have recently supplied documentation showing that they are now in fact a registered charity with a subsisting charity registration number. The Committee's approval to waive the charge in light of this is therefore sought.
3.5	<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.
3.6	<u>Financial and Resource Implications</u> The implementation of charging for external functions has now commenced, in line with the Committee's decisions in the matter.  <u>Equality or Good Relations Implications</u>
3.7	There are no direct good relations or equality implications arising from this report.
<b>4.0</b>	<b>Document Attached</b>
	Schedule of Function requests received up to January 2018.