



Subject:	Requests for use of the City Hall and the provision of Hospitality
Date:	23 rd March 2018
Reporting Officer:	Gerry Millar, Director of Property & Projects
Contact Officer:	George Wright, Head of Facilities Management

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 or Summary of main Issues
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 February 2018 which appear to the Civic HQ Unit to comply with the criteria previously established by the Committee and are recommended for approval.
2.0	Recommendations
2.1	The Committee is asked to; <ul style="list-style-type: none">• Approve the recommendations made in respect of applications received up to February 2018 as set out in the attached appendix.

3.0	Main report
3.1	Members will be aware that the Committee, at its meeting of 6th January 2017, agreed to modify the criteria governing access to the City Hall function rooms for external organisations.
3.2	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 further modifications to this approach were agreed at the Committee's meetings of 24 th March 2017 & 23 rd June 2017.
3.3	The schedule attached at Appendix 1 covers a number of function applications for functions, most of which are scheduled to take place during 2018, although some are scheduled for 2019 and are included in order to permit the organisers to commence their event planning and communications activity as early as possible.
	<u>Key Issues</u>
3.4	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.
	<u>Financial & Resource Implications</u>
3.5	The implementation of charging for external functions has commenced, in line with the Committee's decisions in the matter.
	<u>Equality or Good Relations Implications</u>
3.6	There are no direct good relations or equality implications arising from this report.
4.0	Appendices – Documents Attached
	Appendix 1 - Schedule of Function requests received up to February 2018.