

Appendix 1 - AUGUST 2018 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2018 EVENTS						
All Ireland Institute of Hospice and Palliative Care (AIHPC)	10 September 2018	Launch of Palliative Care Week 2018 – Launch event to help increase awareness and understanding of palliative care with simultaneous launch in Dublin. Attending – 40	C & D	No (Charity)	Yes - Tea Coffee and Biscuits	<i>Approved via Delegated authority from Director.</i> Approve No Charge Tea and Coffee Reception
Belfast Orangefest	15 September 2018	Commemoration of 100th Anniversary of Armistice Day 'FAITHful Allies' – Commemoration event recognizing contribution of ethnic and religious minorities to WWI. Numbers attending – 150	C & D	No (Community)	Yes - Tea Coffee and Biscuits	<i>Approved via Delegated authority from Director.</i> Approve No Charge Tea and Coffee Reception
Intercultural Education Service	20 September 2018	Schools of Sanctuary Celebration Awards – Presentation awards ceremony for 11 schools becoming Schools of Sanctuary. Numbers attending – 225	B & C	Yes - £115	No	<i>Approved via Delegated authority from Director.</i> Approve Room Charge No hospitality
Belfast Health and Social Care Trust	7 October 2018	A Time to Remember – Children's Services of Remembrance for bereaved parents – Remembrance service for bereaved relatives and friends of children who have died at Royal Belfast Hospital for sick Children. Numbers attending – 350	C	Yes - £115	Yes - Tea Coffee and Biscuits	<i>Approved via Delegated authority from Director.</i> Approve Room Charge Tea and Coffee Reception
Foras na Gaeilge	9 October 2018	Celebration of the Irish Language Officers Scheme and Launch of Research – Launch event to mark commencement of work of Belfast City Council Irish Language Officer and launch research of Conradh na Gaeilge. Numbers attending - 60-100	B & C	Yes - £115	No hospitality	Approve Room Charge No hospitality

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International Powered Access Federation (IPAF)	10 October 2018	Europlatform Networking Reception – Reception as part of one-day international conference held in Europa. Numbers attending - 150	A & B	No – <i>linked to Visit Belfast (£300 waived)</i>	Yes - Wine Reception – <i>linked to Visit Belfast</i>	Approve No Charge Wine Reception
British Council	12 October 2018	Global Cities Strategy – Belfast Round-Table Workshop – Engagement session to provide update on British council’s Global Cities Strategy. Numbers attending - 40	B & C	No (Charity)	No hospitality	Approve No Charge No hospitality
Northern Ireland Public Services Ombudsman	22 October 2018	Sharing International Best Practice for Ombudsmen undertaking Own Initiative Investigations Dinner – Dinner as part of 2 day international conference held at Stormont. Numbers attending - 80	A & B	Yes - £300	Yes - Wine Reception	Approve Room Charge Wine Reception
Law Society of Northern Ireland & Women in Business NI	25 October 2018	National Mentoring Day Celebration Event – Lunch event to celebrate mentoring schemes across Northern Ireland. Numbers attending 50-150	B & C	Yes - £115	No hospitality	Approve Room Charge No hospitality
Belfast City of Sanctuary	30 October 2018	Launch of ‘A Part of Belfast Now’ (the stories of those coming to our City of Belfast) – Launch event with speeches and presentation on update of work of city of Sanctuary. Numbers attending – 100-120	C & D	No (Community)	Yes - Tea Coffee and Biscuits	Approve No Charge Tea and Coffee Reception
Belfast Unemployed Resource Centre	7 November 2018	Breaking down Barriers to Integration – Networking event for black and minority ethnic groups to identify barriers to integration & provide help to overcome these. Numbers attending - 60-70	C & D	No (Community)	Yes - Tea Coffee and Biscuits	Approve No Charge Tea and Coffee Reception

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Health and Social Care Board	26 November 2018	Celebration of Childcare in Belfast – Celebration event to note the achievement of childcare provisions in Belfast, linked to childcare strategy supported by council. Numbers attending - 120	B & C	Yes- £115	No hospitality	Approve Room Charge No hospitality
2019 EVENTS						
The National Deaf Children's Society	5 March 2019	Young Authors and Artists Prize Day 2019 – prize-giving ceremony to celebrate artistic achievements of deaf children and young people across Northern Ireland. Numbers attending 160	C & D	No (Charity)	Yes - Tea Coffee and Biscuits	Approve No Charge Tea and Coffee Reception
Volunteer Now	6 March 2019	Millennium Volunteers – Awards of Excellence – Award ceremony to recognize contributions of young people through volunteering. Numbers attending - 400	C & D	No (Charity)	Yes - Tea Coffee and Biscuits	Approve No Charge Tea and Coffee Reception
Faculty of Radiologists, Royal College of Surgeons in Ireland	4 April 2019	Faculty of Radiologists (RCSI) spring Meeting Dinner – Formal dinner as part of 2-3 day national conference taking place in Belfast. Numbers attending – 80-100	A & B	No (Charity)	Yes - Wine Reception - <i>linked to Visit Belfast</i>	Approve No Charge Wine Reception
Girl Guiding Belfast	8 May 2019	Belfast County Guides Awards Ceremony for Young People and Leaders – annual awards ceremony for young people involved in girl guiding. Numbers attending – 200-250	C & D	No (Charity)	Yes - Tea Coffee and Biscuits	Approve No Charge Tea and Coffee Reception
Institute of Water/ NI Water	26 June 2019	UK Annual Conference President's Dinner – Formal dinner as part of 3-day national conference taking place in Belfast. Numbers attending – 200	A & B	No – <i>linked to Visit Belfast (£825 waived)</i>	Yes - Wine Reception - <i>linked to Visit Belfast</i>	Approve No Charge Wine Reception

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2020 EVENTS						
Irish Football Association	April/May 2020	UEFA Under 19 Championship Final Draw NI – Final Pool Draw for Under 19 Championship, which is being hosted by IFA in Belfast in 2020, similar to Women’s Under 19 Championship in 2017. Numbers attending - 200	B & C	Yes- £300	No hospitality	Approve Room Charge No hospitality