

OCTOBER 2018 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2018 EVENTS						
mTECH Academy	5 October 2018	Smart Cities reception - Presentation and networking reception for local schoolchildren and teachers to hear about City Deal, World Congress. Numbers attending – 100	A & D	No (not for profit)	Yes - Tea Coffee and Biscuits	<i>Approved by Delegated Authority</i> No Charge Tea and Coffee Reception
Red Bull	3 November 2018	Pre event reception for the large outdoor Red Bull Formula 1 event in the grounds of City Hall – Reception for invited guests, media and VIPs. Numbers attending -350	B	No – <i>linked to City Events Unit £300 waived due to income and tourist generated by the event.</i>	No - client providing the drinks linked to their brand	<i>Approved by Delegated Authority</i> Approve No Room Charge No Hospitality
Pulse Smart Hub	29 November 2018	Launch of Pulse Smart Hub Launch - Presentation and networking reception to launch 25 smart hubs in and around city centre in partnership with Belfast City Council, charities and local stakeholders. Numbers attending – 100	A & B	Yes - £115.00	No – commercial company	Approved No Charge No Hospitality
2019 EVENTS						
Helplines Network NI	6 February 2019	NI Helplines Awareness Day 2019 – Event to raise awareness of the work of Helplines NI – advice, counselling and range of services for most vulnerable in the community. Numbers attending – 150	D	No (Community)	Yes - Tea Coffee and Biscuits	Approve No Charge Tea and Coffee Reception
Keep Northern Ireland Beautiful	12 February 2019	Live Here, Love Here Community Awards – Drinks reception, dinner and awards ceremony to celebrate the work of volunteers and groups who participate in Live Here Love Here campaign now in its 5 th year. Numbers attending - 240	B & C	No (Charity)	Yes - Wine Reception	Approve No Room Charge Wine Reception

OCTOBER 2018 CITY HALL FUNCTION APPLICATIONS

Institute of Physics	16 February 2019	Family Friendly Physic Carnival – large-scale public event with interactive activities to promote physics to children and future opportunities. This event will link in with Belfast Strategic Partnership Family Friendly Belfast Initiative. Numbers attending – 700	A	No (Charity)	No – public event taking place all day event so difficult to offer TCB reception.	Approve No Room Charge No Hospitality
Ulster University	14 March 2019	International School “Progress in Hydrogen Safety” Gala Dinner – Tour of City Hall, drinks reception, dinner and speeches as part of the 5-day conference in UUJ to welcome guests to Belfast. Numbers attending - 60	A & B	No – <i>linked to Visit Belfast £300 waived</i>	Yes - Wine Reception as linked to Visit Belfast	Approve No Room Charge Wine Reception
Ulster University	13 November 2019	UK Bathing Waters Conference Dinner – drinks reception, dinner and speeches as part of the 2-day conference in Titanic Belfast to welcome guests to Belfast. Numbers attending -180	A & B	No – <i>linked to Visit Belfast £300 waived</i>	Yes - Wine Reception as linked to Visit Belfast	Approve No Room Charge Wine Reception
2020 EVENTS						
Royal Economic Society	6 April 2020	RES Annual Conference reception as part of 3-day conference hosted and held in Queens University. Numbers attending - 350	A & B	No – <i>linked to Visit Belfast £300 waived</i>	Yes - Wine Reception as linked to Visit Belfast	Approve No Room Charge Wine Reception