



Subject:	Request for use of City Hall grounds for two events in Autumn 2026
Date:	21 August 2026
Reporting Officer:	Nora Largey, City Solicitor and Director of Legal and Civic Services
Contact Officer:	Christopher Burns, Acting Functions and Exhibition Manager

Is this report restricted?

Yes

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No

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Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
4. Information in connection with any labour relations matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

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Is the decision eligible for Call-in?

Yes

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No

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1.0	Purpose of Report or Summary of main Issues
1.1	To consider two requests for the use of City Hall grounds

	• From Northern Ireland Housing Executive on 19th October 2026 to host Domestic Abuse Awareness Week Candlelit Vigil • From Belfast One BID on 30th – 31st October 2025 for Halloween themed animation
2.0	Recommendations
2.1	The Committee is requested to: 1. Authorise the use of City Hall grounds on dates noted above. 2. Authorise the events to take place on the basis of submission of an event management plan and risk assessment to ensure delivery of a safe public events.
3.0	Main report
3.1	<u>Background Information</u> Members will be aware that requests for the use of City Hall are normally dealt with under the authority delegated by the Committee to the Director of Legal and Civic Services using criteria agreed for this purpose. Occasionally however, it is necessary to place such requests directly before the Committee, and the requests set out below falls into this category.
3.2	<u>Key Issues</u> Two requests have been received for events in October to use City Hall Grounds and due to the larger scale of activities involved it is deemed necessary to seek Committee approval.
3.3	<u>Proposed event; Domestic Abuse Awareness Week – Candlelit Vigil</u> The purpose of the Vigil is to mark the launch of the 2nd Domestic Abuse Awareness Week of events in NI organised by the NIHE as part of the delivery of the NIHE Domestic Abuse Action Plan.
3.4	Last year the vigil was successfully delivered in Wallace Park in Lisburn with the Lisburn and Castlereagh Mayor in attendance and the support of LCCC. Speakers at the event included the CEO of MAP and a representative Belfast and Lisburn Women's Aid. The plan this year is to host the vigil on the grounds of the Belfast City Hall and follow the same format of last year with speeches and support signposting. The event will be free and open to the public. There will be digital posters advertised and shared on social media and with key stakeholders.
3.5	<u>Proposed event; A Belfast One Halloween 30 – 31 October 2026</u> Belfast One held similar events in 2023, 2024 and 2025 and the events were successful with no incidents, hence Belfast One requesting a fourth event.

3.6	Aimed towards families celebrating Halloween, with a pumpkin patch on the west lawn with a few novelties throughout such as scarecrows. The event will be ticketed online and at the gate, allowing for restricted flow throughout the day to avoid overcrowding. Designed with a route through the patch with entrance and exit on opposite sides to stop congestion and limit lawn damage, with matts in place to help mitigate also. There will be some additional entertainment throughout the day such as characters animation. The event intends to support wider activity across the City Centre. Set-up will be facilitated from the afternoon of the 29 October 2026. <u>Financial & Resource Implications</u>
3.7	There would be no costs for the council for both these requests as the various organisers would bear any/all stewarding and equipment costs etc themselves. The normal event support in the form of electrical and water provision in the grounds may be required for both events. There are no concerns from an asset management point of view, although the organisers would be required to provide the usual insurances, indemnities, and obligations. <u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.8	There are no direct good relations or rural needs implications arising from this report.
4.0	Appendices – Documents Attached
	None