

FEBRUARY 2024 CITY HALL FUNCTION APPLICATIONS

NAME OF ORGANISATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2024 EVENTS						
Lagmore Youth Project	21 March 2024	Lagmore Youth Awards to recognise the achievements of local young people through qualifications and development of community in West Belfast Numbers attending – 150C &	C & D	No charge as charity	Yes, Tea and Coffee Reception	Approve No Charge Tea and Coffee Reception <i>£500 given to their chosen caterer for wine on arrival</i>
Roma Support Hub	9 April 2024	Living Library engagement event to celebrate International Roma Day Numbers attending - 40	D	No charge as charity	No hospitality as Good Relations funding the event	Approve No Charge No hospitality
HERE NI	13 May 2024	Launch of LGBT Awareness Week 2024 showcasing events and projects Numbers attending – 150C &	C & D	No charge as charity	Yes, Tea and Coffee Reception	Approve No Charge Tea and Coffee Reception <i>£500 given to their chosen caterer for wine on arrival</i>
EALTA – European Association for Language Testing and Assessment	8 June 2024	Reception and dinner for the 2024 EALTA Conference 2024. for guests attending their 6-day conference taking place in Stranmillis University. Numbers attending - 120	A & B	No charge as charity and linked to Visit Belfast	No hospitality	Approve No Charge No hospitality
Queens University	15 August 2024	EPS Summer School 2024 Finale - Drinks Reception, Awards, Dinner and Entertainment for international students attending a 4-week summer school. Numbers attending - 120	B	Charge £300	No hospitality	Approve Charge £300 No hospitality
Swim Ulster / Swim Ireland / British Swimming	27 September 2024	European Aquatics Annual Congress 2024 Gala Dinner	B	Charge £825	No hospitality	Approve Charge £825 No hospitality

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		for guests attending 3-day seminar. Numbers attending - 300				
Ulster Journals Ltd	3 October 2024	Ulster Tatler Awards 2024 Drinks Reception, Awards, Dinner and entertainment. Numbers attending - 350 – 400	B	Charge £825	No hospitality	Approve Charge £825 No hospitality
Lanyon Group Event Management	24 October 2024	IFA McDonalds Community Football Awards – Celebrating the volunteers who help deliver their programs – reception, dinner, entertainment and awards. Numbers attending - 200	C	Charge £825	No Hospitality	Approve Charge £825 No Hospitality
Children’s Kidney Fund NI	30 November 2024	Centenary of 74th Scout Group Anniversary Celebration- Drinks Reception, Dinner, Speeches and entertainment. Numbers attending – 200	C & D	No charge as charity	Yes, Wine Reception as significant anniversary	Approve No Charge Wine Reception <i>£500 given to their chosen caterer for wine on arrival</i>
Belfast Bible College	6 December 2024	Graduation and Reception – reception event to mark the graduation and achievements of the students at the college. Numbers attending - 150	C & D	No charge as charity	Yes, Tea and coffee reception.	Approve No Charge Tea and Coffee Reception <i>£500 given to their chosen caterer.</i>
2025 EVENTS						
Cancer Fund for Children and Cash for Kids	1 March 2025	Cancer Fund Support Group Recognition event to celebrate volunteer’s effort to raise £50,000 for Cancer Fund for Children and Cash for Kids	C	No charge as charity and voluntary	Yes, Wine and Soft drinks reception.	Approve No Charge Wine and Soft drinks reception <i>£500 given to their chosen caterer.</i>

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		Numbers attending - 300				
2026 EVENTS						
Royal Belfast Academical Institution 74th Scout Group	28 March 2026	Centenary of 74th Scout Group Anniversary Celebration- Drinks Reception, Dinner, and entertainment. Numbers attending – 200	C & D	No Charge as charity	Yes, Wine and Soft drinks Reception as significant anniversary	Approve No Charge Wine and Soft drinks Reception <i>£500 given to their chosen caterer for wine on arrival</i>
Northern Ireland Prison Service	26 October 2026	Welcome Reception for Annual Conference of the International Corrections and Prisons Association for guests attending their 3-day conference taking place at ICC. Numbers attending - 500	A & B	No charge as charity and linked to Visit Belfast	No hospitality	Approve No Charge No hospitality