



Subject:	Request for Suffolk Winter Wonderland event at Suffolk Community Garden
Date:	Friday 25 th October 2024
Reporting Officer:	David Sales, Strategic Director of City and Neighbourhood Services.
Contact Officer:	Stephen Leonard, Director of Resources, Fleet and OSS.

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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 <input type="checkbox"/>	
<ol style="list-style-type: none">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 matter5. 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	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime 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/Summary of Main Issues
1.1	The Committee is asked to note that Council has received a late request to host a Christmas event at Suffolk Community Garden. This request has therefore missed the October meeting

	of the People and Communities Committee. Ratification of any decision needs to go to Council in November to allow for the event to proceed.
2.0	Recommendation
2.1	<p>The Committee is asked to grant authority to the applicant for the proposed event on the dates noted; subject to the completion of the appropriate event management plan and satisfactory terms being agreed by the Director of City & Neighbourhood Services and on the condition that the Event Organisers:</p> <ul style="list-style-type: none"> I. resolves all operational issues to the Council's satisfaction; II. meets all statutory requirements including Public Liability Insurance cover, Health and Safety, and licensing responsibilities; and III. shall consult with adjoining public bodies and local communities as necessary. <p>Please note that the above recommendations are taken as a pre-policy position in advance of the Council agreeing a more structured framework and policy for 'Events', which is currently being taken forward in conjunction with the Councils Commercial team.</p>
3.0	Main Report
	<u>Key Issues</u>
3.1	<p>If agreed, the event organiser or promoters will be required in advance of the event to submit an event management plan for approval by the Council and all relevant statutory bodies. This will include an assessment of how the event will impact upon the surrounding area and measures to mitigate these impacts.</p>
	<u>Suffolk Winter Wonderland – Suffolk Community Garden</u>
3.2	<p>Belfast City Council have received a request from Suffolk Events Circle to host a winter wonderland at Suffolk community garden on the 29th & 30th of November & 1st of December 2024. The event is aimed at children between the ages of 0-16 and will allow them to experience a magical Christmas experience along with a visit from Santa & his elves. There will also be a live reindeer in attendance to make it feel authentic.</p>
3.3	<p>The group also plan on having a range of lights and displays to animate the garden to make it a memorable experience. The group have informed the council that there will be a fee of £5 per child however this will be discounted for families with multiple children. The income that is generated from the event is invested back into the community for future events. This event took place last Christmas and passed off without any incidents. The money raised from that event allowed the organisers to host an easter event.</p>

3.4	<p>Key Dates:</p> <p>Set-Up – 3pm on Friday 29th November 2024</p> <p>Main Event – 5pm to 8pm on Friday 29th, Saturday 30th November & Sunday 1st December</p> <p>De-Rig – 9pm on Sunday 1st December 2024</p> <p><u>Financial and Resource Implications</u></p>
3.5	<p>There are no known financial or resource implications with this request.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p>
3.6	<p>There are no known implications with this request.</p>
4.0	Appendices – Documents Attached
	None