



Belfast City Council

Report to:	Parks and Leisure Committee
Subject:	Festival at Queens event at Botanic Gardens
Date:	11 August 2011
Reporting Officer:	Andrew Hassard, Director of Parks and Leisure
Contact Officer:	Stephen Stockman, City Parks Manager

1	Relevant Background Information
	<p>The Enchanted Evening was a successful annual event run by Belfast City Council for a number of years. This event has attracted an audience of approximately 12000. The cost of running this event was in the region £54,000, however budgetary constraints meant that the Council was unable to sustain the event and it discontinued in 2009.</p> <p>In 2010 the Festival at Queen's approached the Council with a proposal to include an event which is incorporated in the Enchanted Evening event in the festival programme with Belfast City Council working in partnership with them.</p> <p>It was agreed by Committee to support this proposal and £14,500 was committed to the event.</p> <p>The Committee received a request from Graeme Farrow, Director of Festival at Queens, which was considered by the Parks and Leisure Committee on 10 February 2011.</p> <p>The recommendation was that Park Officers should meet with representatives of the Festival at Queens to determine further details of the proposal and report findings.</p>
2	Key Issues
	<p>As directed a meeting was held with representatives of Festival at Queens and Belfast City Council and after discussion the following points were noted;</p> <ul style="list-style-type: none">• The projected audience size would be approximately 10,000.• The event would take place over 4 evenings Wed 26 – Sat 29 October 2011.• The event set up and associated costs appeared to be reasonable

	<p>for the nature and size of event.</p> <ul style="list-style-type: none"> • The audience whilst primarily aimed at families, would attract a wide age range. • The event organisers are seeking funding of £25k from Belfast City Council. <p>The key issues for the Committee to note are:</p> <ol style="list-style-type: none"> 1. The Council wishes to promote the use of its parks and open spaces and where appropriate we will permit the use of these facilities for large events and concerts; 2. The Parks and Leisure Department wishes to maintain partnerships with other organisations such as the Festival at Queens organisers 3. The event proposal shall provide entertainment that shall take place when normally the Gardens are closed 4. Given the current economic climate the Festival promoters wish to maintain the entrance fees at £3 per person to enable access for a wide audience, which was the same as last year; 5. The event shall possibly have support from the Ulster Museum by means of lighting effects on their main building 6. A Bond of Reinstatement for £1,000 shall be paid prior to the event taking place and be part of the Legal Agreement; 7. No alcohol shall be on sale due the anticipated family audience: 8. The events shall adhere to the Entertainment License requirements: 9. A legal Agreement shall be provided by Legal Services 10. The event would be subject to the preparation of an event management plan which would cover all aspects of management including health and safety, access and shall comply with the current Events Policy; 11. The proposed event would be part of the Festival at Queens's programme and would be included in the marketing and promotion programme.
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3	Resource Implications
	<p><u>Financial</u> The £25,000 is provided for in revenue estimates. The Bond of Intent and event fee shall be waived but any damage to Botanic Gardens shall be reinstated to the satisfaction of the Council.</p> <p><u>Human Resources</u> There may be overtime required by staff to assist with the management of the proposed event which would need to be met by the Council</p> <p><u>Asset and Other Implications</u> The Festival at Queens organisers shall ensure all minimal impact on Council property and they shall provide a Bond of Reinstatement (£1000) prior to the event as part of the Legal Agreement.</p>

4	Equality and Good Relations Considerations
	There are no equality implications.

5	Recommendations
	Committee is asked to support the proposal to work in partnership with the Festival at Queen's.

6	Decision Tracking
	All actions will be completed by the City Parks Manager (East) by November 2011

7	Key to abbreviations
	None

8	Documents Attached
	None