



Belfast City Council

Report to:	Parks and Leisure Committee
Subject:	Enchanted Evenings - Ulster Bank Festival at Queens event at Botanic Gardens, October 2012
Date:	10 May 2012
Reporting Officer:	Andrew Hassard, Director of Parks and Leisure
Contact Officer:	Stephen Stockman, City Parks Manager

1	Relevant Background Information
	<p>The Committee is asked to consider a request from Lauren McKenna, Operations Officer of Ulster Bank Festival at Queens, to seek funding of £25,000 and permission for the Enchanted Evening event to take place in Botanic Gardens later this year, as part of the 50th Festival.</p> <p>Since 2010 the Ulster Bank Festival has worked in partnership with the Council providing a successful annual family event with attendances in excess of 10,000 people.</p>

2	Key Issues
	<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 permit the use of facilities for large events and concerts.2. The event proposed will provide entertainment when normally the Gardens are closed.3. The Festival promoters want to maintain the entrance fees at £3 per person to enable access for a wide audience. This is the same as last year.4. Last year the Council provided funding of £25,000 for the Enchanted Evenings in Botanic Gardens and this year it is proposed that the level of funding remains the same.5. No alcohol will be on sale due the anticipated family audience.6. The Parks and Leisure Department wants to maintain partnerships

	<p>with organisations such as the Festival at Queens organisers to ensure the maximum use of our parks and open space for wider community benefit.</p> <ol style="list-style-type: none"> 7. The events will adhere to the Entertainment License requirements. 8. A legal agreement will be provided by Legal Services 9. Consultation shall be conducted by the Event organiser with local stakeholders such as local residents, adjacent facilities, etc. 10. The event will be subject to the preparation of an event management plan which will cover all aspects of management including health and safety, access and compliance with the current Events Policy. 11. The proposed event will be part of the Festival at Queens's programme and would be included in their marketing and promotion programme. <p>The projected audience size would be 10,000 people approximately. The event will take place over 4 evenings Wed 31st October 2012 – Sunday 4th November 2012. Whilst primarily aimed at families it is anticipated that the event will attract a wide age range of ages.</p>
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3	Resource Implications
	<p>The following items should be noted</p> <p><u>Financial</u> The event organisers will receive funding of £25,000 to organise and run the event this year. This is the same level of funding as provided last year.</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 Queen's 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 a legal agreement.</p>

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

5	Recommendations
	It is recommended that the Parks and Leisure Committee agrees to the request of £25,000 funding for the proposed event and grants permission to hold the proposed event in Botanic Gardens subject to all operational issues being resolved to the Council's satisfaction and to an appropriate legal agreement.

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

7	Abbreviations
	None.

8	Documents Attached
	Appendix 1: Letter of request from Lauren McKenna for permission to seek funding of £25,000 and to hold the Enchanted Evenings in Botanic Gardens