



Belfast City Council

Report to:	Parks and Leisure Committee
Subject:	Projectsfb Food and Drinks Festival
Date:	16 October 2014
Reporting Officer:	Andrew Hassard, Director of Parks and Leisure
Contact Officer:	Paula Irvine, Community Parks Outreach Manager

1.	Relevant Background Information
1.1	The Parks and Leisure Department has received a request from Project, Street Food Belfast (sfb) to use Cathedral Gardens for a 3 day and 2 night food and drinks festival. This report is seeking committee approval for the free use of the facilities at Cathedral gardens for the 2 nd Projectsfb event which is scheduled to take place on Friday 31 October, Saturday 01 November and Sunday 02 November 2014.
1.2	The first Projectsfb took place Friday 01 – Sunday 03 August 2014 and was housed in the old Northern Bank in Warring Street.
1.3	Approximately 1000 people attended over the course of the weekend to enjoy the vast range of drinks and foods on offer.
1.4	Laverys provided all the drinks available for sale and handled the application and management of the alcohol license and various different locally sourced food suppliers provided a large selection of different foods.
1.5	The Council wishes to promote the city and the use of its parks and open spaces and this event aims to do so in line with both the Council's objectives around economic development and the departmental objectives in terms of animating the city's parks.

2.	Key Issues
2.2	Feedback from the first Projectsfb event has resulted in the event organiser making some changes to the original format.
2.1	This event will be held outdoors to try to create a continental market feel.

	Adequate shelter will be provided by way of marquees and similar structures in case there is wet weather.
2.3	Local food providers will be invited again to sell at the event and Laverys will once again apply for the alcohol licence and will handle the sale of all alcohol at the event. All prices for food and drinks will be displayed for the consumer to see prior to purchase.
2.4	Live music and entertainment will be provided at this event however the location does have an entertainments license so the event organiser and Council officers will work with building control to ensure all protocol is met. An application to building control for an extension to 1am has already been submitted by the event organiser.
2.5	The event will run from 12noon until 1am on both the Friday and Saturday and will run from 12 noon to 6pm on the Sunday. The site however will need to be occupied by the event organiser for a period of one week from Monday 27 October 2014 to Monday 03 November 2014 to allow for effective set up and de-rig.
2.6	The site will be secured using temporary fencing which will also control unauthorised entrance.
2.7	Event stewarding will be carried out by fully qualified door staff. Anyone wanting the come in to the event after 7pm will be charged a £5.00 entrance fee. Entrance before 7pm is entirely free. Any money made on the door will be absorbed back in to the running costs of the event
2.8	The organisers have confirmed they will work closely with the Council and other external partners to ensure the safe and successful management of the event.
2.9	An event management plan will be completed and forwarded to Belfast City Council 14 days in advance of the event with final risk assessments being completed 24 hours before the event begins.

3.	Resource Implications
	<p><u>Financial</u> This request is for free use of Cathedral Gardens. The event organiser intends to charge an entrance fee of £5.00 for those to attend the event after 7pm.</p> <p>There are no other financial implications for the council.</p> <p><u>Human Resources</u> There are no human resource implications for the Council. The weekend Duty Manager will check in with the event organiser to ensure everything is running smoothly.</p>

	<p>Asset and Other Implications</p> <p>In order to build the site safely the organiser has requested that certain areas of the park be closed to members of the public during the build. All closures will be communicated to the public via notices that will be erected well in advance.</p>
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4.	Equality Implications
	It is expected that there are no equality implications with regards the event. It is anticipated that attendance at the event will represent a wide range of different communities, ethnic and religious background.

5.	Recommendations
5.1	<p>It is recommended that Committee grant approval for Projectsfb to hold a 3 day food and drink festival in Cathedral Gardens between Friday 31 October and Sunday 02 November 2014 on the condition that:</p> <ol style="list-style-type: none"> 1. the event organiser resolves all operational issues to the Council's satisfaction; 2. that all health and safety requirements are met, including an event management plan, risk assessments and public liability insurance; and 3. the event organiser meets all statutory requirements including entertainment licensing.
5.2	It is also recommended that committee approve certain areas of the park to be closed to the public on the lead up to the event to ensure effective and safe set up.

6.	Decision Tracking
	All decision tracking will be carried out by Paula Irvine, Community Parks Outreach Manager and Donal Grant-Stevenson, Community Parks Manager.

7.	Key to Abbreviations
	Projectsfb – Project Street Food Belfast

8.	Documents Attached
	None