

JUNE 2017 FUNCTION APPLICATIONS

NAME OF ORGANIZATION	FUNCTION DATE	FUNCTION DESCRIPTION	CRITERIA MET	ROOM CHARGE	HOSPITALITY OFFERED	CIVIC HQ RECOMMEND
2017 EVENTS						
Community Engagement Network Awards	3 July 2017	Reception and graduation ceremony for group who completed course at University of Maynooth and celebrate the achievements of those on the programme. Attending 50	Yes – c & d	No charge (voluntary)	Hospitality – Tea/coffee reception at £2 per head	Allow No charge Hospitality Tea/ coffee reception
Women’s Under 19 Championship Dinner	9 August 2017	Official dinner for the IFA to welcome the officials of participating nations and UEFA to Belfast for this Championship event. Attending - 100	Yes – a & b	£300.00	Yes Wine reception up to £500	Allow Charge £300 Hospitality – wine up to £500
Newington Credit Union 50 th Anniversary Celebration	28 October 2017	Welcome reception, dinner and evening to celebrate 50 years of Newington Credit Union branch. Attending 250	Yes – c	No charge (voluntary)	No hospitality	Allow No charge No Hospitality
Ulster Secondary Schools Athletics Association 50 th Anniversary Dinner	2 December 2017	Welcome reception, dinner and Q&A session with key Ulster athletes to celebrate 50 years of Ulster Schools Athletics. Attending 120	Yes – c & d	No charge (voluntary)	No hospitality	Allow No charge No Hospitality
Co Operation Ireland Graduation & Celebration	18 December 2017	Reception and graduation ceremony for NCS programme to celebrate the achievements of young people on the programme. Attending 200	Yes – c & d	No charge (voluntary)	Hospitality – Tea/coffee reception at £2 per head	Allow No charge Hospitality Tea/ coffee reception
2018 EVENTS						
Malaysian Night 2018 Cultural evening	3 or 10 March 2018	Gala dinner and cultural programme to celebrate Malaysian culture and students living in	Yes – b & d	No charge (voluntary)	No hospitality	Allow No charge No Hospitality

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		Belfast. Attending 300				
Legal Island – Equality and Diversity Awards 2018	23 March 2018	Welcome reception and dinner and entertainment to recognize organizations in NI championing diversity in the workplace. Attending – 280/300	Yes – c	£825.00	No hospitality	Allow Charge £825 No Hospitality
Institute of Historic Building Conservation Annual Conference 2018 Dinner	22 June 2018	Each year IHBC host a conference for members in venues throughout the UK. A dinner and awards evening for students and members. Attending – 140	Yes – a & b	No charge (charity)	Yes Wine reception up to £500	Allow No charge Hospitality – Wine reception
St Josephs College, (Ravenhill Road) Silver Jubilee Dinner	23 June 2018	Welcome reception and gala dinner & dance to celebrate the school being opened 25 years. Attending – 200+	Yes – c	£300.00	No hospitality	Allow Charge £300 No Hospitality
School of Computing	22 August 2018	Each year IHBC host a conference for members in venues throughout the UK. A dinner and awards evening for students and members. Attending – 140	Yes – a & b	£300.00	Yes Wine reception up to £500	Allow Charge £300 Hospitality – Wine reception