



**Belfast**  
City Council

For office use only				
Accepted	Yes		No	
Criteria	A	B	C	D
Charge	No	£115	£300	£825



# Use of Belfast City Hall function rooms

## Application Form

To be completed by applicant Organization: -

**Name of Organisation:**

**Date of Proposed Event:** \_\_\_\_\_ **20**\_\_

When you have filled in this application form, please return it to:

**The Civic HQ Unit  
Legal and City Services Dept  
Room 119  
City Hall  
Belfast  
BT1 5GS**

You can also make contact by:

Telephone: **02890-270281**  
E-mail: [cityhallfunctions@belfastcity.gov.uk](mailto:cityhallfunctions@belfastcity.gov.uk)

## How to complete this application Form

This form will be used to decide whether your organisation meets the criteria for the **use of the City Hall** and, if so, what charge may be applicable for your event.

### Functions which WILL normally be permitted:

- a) Functions which are ancillary to other events being held in the city and which are of demonstrable economic benefit to Belfast whether organised by the council or not (e.g. conferences attracting large numbers of delegates requiring overnight accommodation, transport, food & beverages etc);
- b) Functions which demonstrably enhance the city's image nationally or internationally as a desirable commercial, business or tourist destination;
- c) Functions designed to celebrate or commemorate a notable achievement or significant anniversary (25, 50, 100 years etc) by an organisation or body with close links to the city or province;
- d) Functions organised by recognised local community or voluntary sector groups for non-profit and non-political purposes;
- e) Functions organized through any of the civic dignitaries during their period of office (*administered by Lord Mayor's office*) – where these involve charities fund-raising will be permitted;

### Functions which will NOT normally be permitted

- a) Conferences, meetings, wedding receptions, private parties or receptions and similar booking requests in the prestige function rooms;
- b) Functions which have as their principal purpose the generation of commercial gain for the organizers (although charity fund-raising would be permitted for [e] above);
- c) Functions which have no compelling links to the council or the city specifically and which could instead avail of local private-sector facilities;
- d) Functions which have as their primary purpose the advancement of any political or religious cause or campaign or are otherwise potentially contentious and/or involve significant reputational risks for the council;
- e) Functions which involve exceptionally large and/or disruptive set-ups or which pose a real and tangible risk to the fabric of the building and/or its grounds

### Charging rates

The following rates will apply until further notice:-

Function type	Daytime	Evening
Small-scale	£115	£300
Large-scale	£300	£825

**NB;** 'evening' functions are those commencing after 5pm. \*A function will be regarded as 'large-scale' if it:-(a) requires the use of all 3 rooms,  
(b) requires use of the kitchens,  
(c) requires overtime cover (i.e. Security, Cleaning & Portering, Catering etc) and  
(d) is scheduled to run to 1am. Where most/all of these criteria are met the higher rate will be payable.

Once downloaded, you may either type your answers directly into the form or print the form and write your answers. If you choose to fill in the form by hand, please make sure that you write your answers clearly in **BLOCK CAPITALS** using **black ink**.

Remember to sign and date the form before returning it to the Council. Please keep a photocopy of the application form for your own records.

## **GDPR compliance**

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing event applications and using the data to manage and deliver events.

You are providing your personal data to the Council whose lawful basis for processing is for the performance of a task carried out in the public interest.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service.

It will also be shared with external contractors linked to your event for the purposes of providing updated event information, room set ups etc.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the BCC to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact Aisling Milliken, Functions and Exhibition Manager; [millikena@belfastcity.gov.uk](mailto:millikena@belfastcity.gov.uk); 028 9027 0281

If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to [records@belfastcity.gov.uk](mailto:records@belfastcity.gov.uk)

# APPLICATION FOR USE OF BELFAST CITY HALL FUNCTION ROOM(S)

## 1. Contact details

Title (Mr, Mrs, Miss, Ms)		First name		Surname	
Other (please specify)					

## 2. Details of Organising Body

Name of organising body			
Role of organising body			
Main contact person			
Address			
	Postcode		
Contact phone number (daytime)		Contact phone number (after hours e.g. mobile)	
E-mail address			

### 3(a) Is your organisation registered as a charity?

Please tick

Yes		If yes, please give charity registration number
No		

### 3(b) Is your event to be used to raise funds, commercially or charitably?

Please tick

Yes	
No	

#### 4. Details of proposed function

**Note;** in assessing your application for use of the City Hall the council will obviously wish to support organizations whose aims and objectives are best aligned with and complementary to its own. You are therefore invited to give some supporting detail around your proposed function or event below, and in doing so you should have regard both to the current criteria for access to the City Hall's prestige function rooms (see page 2 above) and also the council's **current aims & objectives** as set out in the 'Belfast Agenda' (further details can be found using the following link:

<http://www.belfastcity.gov.uk/council/Communityplanning/BelfastAgenda.aspx>).

##### 4a - Title of function

##### 4b - Preferred Date(s)

##### 4c - Starting Time and Duration

##### 4d - Setting up period required

##### 4e - Breakdown period required

##### 4f - Numbers attending

**4g**

<b>Age group</b>	
------------------	--

**4h**

<b>Special and/or mobility needs</b>	
--------------------------------------	--

**5. Who are the principal guests attending the function eg VIP's?**

--

**6. Please describe and detail the format of your function**

*Continue on Separate Sheet if necessary*

--

**7. Please detail how your proposed event would meet one or more of the below criteria for granting the use of the City Hall and/or is closely aligned to the council's own aims & objectives**

<http://www.belfastcity.gov.uk/council/Communityplanning/BelfastAgenda.aspx>

- a) functions which are ancillary to other events being held in the city and which are of demonstrable economic benefit to Belfast whether organised by the council or not (e.g. conferences attracting large numbers of delegates requiring overnight accommodation, transport, food & beverages etc);
- b) Functions which demonstrably enhance the city's image nationally or internationally as a desirable commercial, business or tourist destination;
- c) Functions designed to celebrate or commemorate a notable achievement or significant anniversary (25, 50, 100 years etc) by an organization or body with close links to the city or province;
- d) Functions organised by recognised local community or voluntary sector groups for non- profit and non-political purposes;

**8. Please provide details of any other organisation which will be involved in your function:**

**9. Is Belfast City Council involved in organising and/or supporting this function financially or in other ways? Please provide details:**

**10. Overnight Accommodation**

**10a - How many delegates/guests attending your conference/function will be staying in accommodation in Belfast?**

**10b - How many nights will they be staying in the City?**

**11. Please outline which countries, cities, towns, etc, the delegates are travelling from:**



12. Has your organisation previously held a function at the City Hall or any other Council venue?

<b>Yes</b>		<b>If yes, please provide details, including date</b>
<b>No</b>		

13. Other information

Please use the space below to provide any other information to support your application:

*Continue on Separate Sheet if necessary*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_