



# Office function room hire & events policy



[belfast-harbour.co.uk](http://belfast-harbour.co.uk)

**As part of our strategic commitment to Advance Regional Prosperity, Belfast Harbour welcomes applications from local communities, charities, civic and corporate partner organisations, port customers, estate tenants and government bodies to use function rooms at the Belfast Harbour Office.**

To apply, prospective users should outline details of their event, demonstrating alignment with Belfast Harbour's values and strategic objectives, particularly regarding regional economic growth, decarbonisation, or social value. (See more detail on page 3.)

While room hire fees are generally not charged, donations to Belfast Harbour's corporate charity are often requested in lieu; additional approval criteria may be required for commercial organisations.

All bookings are subject to a detailed approval process, and terms and conditions apply.

## Our Rooms

**We offer two function rooms for use by our stakeholders:**

**Barnett Room** – large function room, which can accommodate up to 150 guests,

**AND/OR**

**Moreland Room** – smaller function room, that can accommodate up to 50 guests.

(The **Board Room** – ideal for meetings of up to 20 people, is also available upon request.)

## Booking a Room

To book a function room at Belfast Harbour Office, you need to follow an application process.

**Step 1:** Download the booking form at the back of this brochure.

**Step 2:** Complete the booking form and return it to [info@belfast-harbour.co.uk](mailto:info@belfast-harbour.co.uk) or by sending a letter to: **Function Room Booking Application, Belfast Harbour Commissioners, Corporation Square Belfast BT1 3AL**

**Step 3:** Your completed booking form will then be reviewed by the Events Co-ordinator and the Corporate Affairs Director, who will jointly decide if your event or function can be approved in principle.

**OR**

If your application does not meet the criteria or is not approved in principle, you will receive a refusal letter.

**Step 4:** If your event is approved in principle, you will be invited to a **discussion with the Events Co-ordinator** to discuss the details further. You may also discuss any stipulations that Belfast Harbour considers necessary, which could include a request for a charitable donation instead of room hire fees.

Requests for the use of a function room at Belfast Harbour Office should be made as far in advance as possible, and ideally no later than three months prior to the date of the intended event or function.

**For the avoidance of doubt, Belfast Harbour at all times reserves full discretion to independently approve or refuse booking requests.**

The Belfast Harbour Complaints Officer will deal with complaints in relation to decisions taken under this policy. In the event that the matter cannot be resolved by referral to the Belfast Harbour Complaints Officer, the Chief Executive will have the final consideration on the matter. The Complaints Officer can be contacted here: [complaintsofficer@belfast-harbour.co.uk](mailto:complaintsofficer@belfast-harbour.co.uk)

## Events/functions

Applications for function room use at the Belfast Harbour Office for the purposes of hosting an event or function will be welcome from charitable organisations and community groups, voluntary organisations, port customers, estate tenants and corporate and civic partners and government bodies. Donations to Belfast Harbour's Annual Corporate Charity may be requested in lieu of room hire fee, or request for value in kind in terms of involvement in the event/promotional activity may apply.

Please note that use of function rooms at the Belfast Harbour Office will not be granted to commercial organisations that could reasonably be expected to use hotel or similar conference facilities, except where the organisation in question can demonstrate that their intended event or function aligns with Belfast Harbour's Values and Strategic and Commercial Objectives (including material benefit to the port and estate) **AND** one or more of the following applies:

### That the intended event:

1. Would materially benefit the economic wellbeing/enhance the prosperity of the city and/or wider region
2. Would materially contribute to decarbonisation/net zero ambitions of Belfast City Council and/or the NI Executive
3. Would materially contribute to social value and benefit communities in the city and/or region





Requests will be considered from registered charities and voluntary organisations. Such organisations must, however, be able to demonstrate to our reasonable satisfaction that the event or function they are planning will positively impact the local community. Please note that charities must provide a registered charity number, and that failing to do so may lead to a request being refused.

Requests will also be considered from organisations seeking to promote the wellbeing of a local community/communities in terms of social, educational and cultural activity. Such organisations must clearly explain the nature of and reason for the event or function when applying.

Please note that we *will always* refuse requests for:

- events or functions which would take place on a Saturday, Sunday or on a public or bank holiday in Northern Ireland;
- exhibitions; and
- weddings and/or civil ceremonies.

Furthermore, we reserve the right to withhold approval for any event or function, which is in our sole opinion either directly or indirectly involved with or associated with:

- any illegal activity;
- any political and/or organisations that have affiliations with any political party and/or political profile;
- any activity, event or organisation which compromises our commitments to equal opportunities, inclusivity, diversity and equality;
- any event where the aims conflict with Belfast Harbour's values and strategic and commercial objectives;
- tobacco manufacturers and distributors (including vaping);
- companies involved in the sex industry;
- businesses involved in animal experimentation, fur trade or organisations involved in blood sports;
- any other activity deemed to be inappropriate by the Corporate Affairs Director in consultation with the Chief Executive.

## Donations in lieu of room hire charges

All prospective stakeholders requesting use of function rooms at the Belfast Harbour Office shall fall into one of three categories:

- **Category 1:** Charitable/voluntary and not for profit/local community organisations which will not be charged for room hire.
- **Category 2:** Port and estate customers and tenants and key partners will not be charged for room hire, but will be asked if they would like to make a voluntary donation, to Belfast Harbour's Annual Corporate Charity.
- **Category 3:** All other organisations who meet our acceptance criteria will be expected to make a donation to Belfast Harbour's Annual Corporate Charity, equivalent to the room hire rates outlined below. Please note that this is in lieu of a room hire charge.
- This required donation can be waived by Belfast Harbour (which may, in its sole discretion, elect to make an exception) or upon agreement of value in kind, following discussion between the relevant organisation and the Corporate Affairs Director.

### **Charity Donation Equivalent Expected for Use of Moreland Room (up to 50 guests):**

£350 to secure the room for the equivalent of one (1) 'working day' (up to 12 hours).

### **Charity Donation Equivalent Expected for Use of Barnett Room (up to 150 guests):**

£750 to secure the room for the equivalent of one (1) 'working day' (up to 12 hours).

**Please note** that donations to the Belfast Harbour Annual Corporate Charity in lieu of room hire charges must be paid via a 'JustGiving' link issued by Belfast Harbour to the Hirer. The donation, if required, must be made 5 working days prior to the event or function. If the Hirer fails to make the required donation within this time frame, Belfast Harbour reserves the right to cancel the function room booking without liability to the Hirer.

### **Third-party costs**

Hirers will be required to cover any additional or third-party costs (for example catering, technical or audio-visual requirements) and Belfast Harbour will not under any circumstances be liable for such costs. Hirers will be liable for any damage to Belfast Harbour property and for any additional cleaning costs incurred by Belfast Harbour.

## Health and safety

The number of persons each room can accommodate is restricted to:

- a maximum of 150 persons in the Barnett Room; and
- a maximum of 50 persons in the Moreland Room,

(in each case inclusive of any third parties including - but not limited to - entertainers, musicians, and catering staff). The user is solely responsible for ensuring that the maximum occupancy numbers set out above are not exceeded at any point during the period of use.

A full risk assessment is required for all events and must be submitted in advance as part of the booking process.

Please note that in accordance with our booking terms and conditions, each organisation must have 1 qualified First Aider and at least 1 steward in attendance for up to the first 50 persons present in the room and a minimum of 2 qualified First Aiders and 2 stewards for any number of persons present between 51-150. St John's Ambulance or an equivalent organisation must be available on standby if First Aiders are not present. For the avoidance of doubt, it is the sole responsibility of the user to ensure that adequate First Aid cover is available.

Users wishing to book function rooms at the Belfast Harbour Office, must at the time of requesting booking, evidence a current public liability insurance policy with a limit of at least £10 million per claim.

It is the responsibility of the hiring organisation, its catering or contractor partners, and not Belfast Harbour, to ensure that all set-up and derig activity is carried out safely. As stipulated above, each organisation is required to provide a full risk assessment including covering safe set-up and derig procedures to [info@belfast-harbour.co.uk](mailto:info@belfast-harbour.co.uk) marked for the attention of the Events Co-Ordinator.

## Promotional stipulations and acknowledgement

Belfast Harbour will not make any financial profit from the use of our rooms by Hirers. As evidenced in the section above we will not charge fees but in some cases will expect that a donation is made to Belfast Harbour's chosen Annual Corporate Charity. To that end, we would appreciate if users could recognise our support for their event by including an acknowledgment of Belfast Harbour's support in their social media coverage of the event (if any) and tagging Belfast Harbour on social media where possible.

**During the application process, the Corporate Affairs Director may (but shall not be required to) contact the user to discuss additional promotional obligations, which may include (but which shall not be limited to):**

- speaking roles/welcome at the event or function for a Belfast Harbour representative;
- photography and film/video, before, during or after the event or function to include a Belfast Harbour representative; and
- an acknowledgement of Belfast Harbour's support in any speeches conducted by the user before, during or after the event.

## AC Marriott Partnership

Belfast Harbour owns and operates the AC Hotel by Marriott Belfast. Due to our close working relationship, the hotel offers preferential rates for guests booking event space at Belfast Harbour Office.

**For further information, please contact:**

**Siobhan Kielt**

Director of Sales and Marketing

[siobhan.kielt@marriott.com](mailto:siobhan.kielt@marriott.com)

+44 28 95 313180



# Booking terms and conditions

All bookings are subject to our booking terms and conditions below:

## 1 Definitions and interpretation

In this Agreement:

- 1.1 Words importing the singular shall be construed as importing the plural and vice versa.
- 1.2 References to persons include bodies corporate.
- 1.3 Any undertaking by the User not to do an act or thing shall be deemed to include an obligation not to permit or suffer such an act or thing to be done by another person.
- 1.4 Reference to the **"Room"** save where the context otherwise requires include the ancillary areas that the User is permitted to use pursuant to Clause 4.
- 1.5 The following definitions shall apply:
  - "Donation"** have the meaning to it in Clause 2.2.
  - "User"** shall mean the organisation use the Room from BHC.
  - "User Point of Contact"** shall mean the point of contact nominated by the User for the purposes of this Agreement.
  - "Use Period"** shall mean the period of time agreed for the use of the Room, being the equivalent of one (1) 'working day' (up to 12 hours), to include any period of time to set up and clear the Room. The date on which the Use Period shall occur shall be agreed by the User and BHC.
  - "Use Policy"** shall have the meaning given to it in Clause 2.2.
  - "Use Purpose"** shall mean the event or function for which the User is using the Room, as more particularly agreed between the User and BHC prior to the beginning of the Use Period.
- 1.6 The headings do not form part of this Agreement and shall not be taken into account in its construction or interpretation.
- 1.7 Any reference to a specific statute includes any statutory extension or modification, amendment or re-enactment thereof and any regulations or orders made under such statute and any general reference to 'statute' includes any regulations or orders made under such statute or statutes. A reference to writing or written includes email but not fax.
- 1.8 In the event of a conflict, ambiguity or inconsistency between the terms of this Agreement and the Use Policy, a term contained in this Agreement shall have priority over one contained in the Use Policy.

## 2 Use of Room

- 2.1 For the purposes of this Agreement, the User Point of Contact shall be BHC's sole point of contact with the User and shall be responsible for (and shall have authority to ensure) compliance on the part of the User with all of the terms of this Agreement. Without prejudice to the generality of the foregoing, the User shall be responsible for compliance with all of the terms of this Agreement
- 2.2 The level of the donation payable in lieu of a Room use charge (if any) (the **"Donation"**) shall be determined by BHC's Belfast Harbour Office Function Room Use and Events Policy (as it may be updated or amended from time to time) (the **"Use Policy"**).
- 2.3 Subject to Clause 17, BHC grants the User a right for the Use Period to enter and use the Room for the Use Purpose in accordance with the terms of this Agreement. The User acknowledges that (a) the User shall have the right to enter and use the Room as a licensee only and no relationship of a landlord and tenant is created between BHC and the User by this Agreement; and (b) BHC retains control, possession and management of the Room and the Customer has no right to exclude BHC from the Room.

## 3 Terms of Use

- 3.1 No part of the Room or BHC's premises is to be used for any unlawful purpose or in any unlawful way. The User shall ensure that at all times its employees, agents and representatives conduct themselves in a professional manner and do not take or permit any action which might damage BHC's name or reputation. The User further agrees and undertakes not to use the Room other than for the Use Purpose.
- 3.2 No animal is to be brought into the Room or allowed to enter the Room or BHC's premises without the consent of BHC, with the exception of assistance dogs within the meaning of the Equality Act 2010.
- 3.3 Smoking is not to be permitted within the Room itself, in the foyer, in any condition leading to the Room or any other part of the Harbour Office.

- 3.4 The User is responsible for the safe set up and derig of all equipment, staging, catering infrastructure and materials. Belfast Harbour will not be liable for risks arising from these activities. A full risk assessment including addressing set up and derig must be provided by the User.

## 4 Facilities and Equipment

- 4.1 Use of the Room includes use of the foyer, toilets, tables, chairs, lighting, heating and directional signage associated with it. Details should be discussed with BHC's Event Co-ordinator.
- 4.2 No lighting, heating, power or other electrical fittings or appliances in the Room are to be altered, moved, or in any way interfered with.
- 4.3 No additional lighting, heating, power or other electrical fittings or appliances are to be installed or used without BHC's prior written consent.
- 4.4 Any stage lighting equipment must only be operated by properly qualified electricians previously approved by BHC.
- 4.5 The User agrees that it, its employees, agents and those attending the event shall not (unless otherwise agreed by BHC) use the car park facilities adjacent to the Harbour Office, Corporation Square, Belfast (**"Car Park Facilities"**). In the event that BHC consents to use of the Car Park Facilities by the User, its employees, agents and those attending the event outside normal working hours (9 am to 5 pm Monday to Friday), the User shall ensure that the Car Park Facilities are evacuated immediately the event is finished.
- 4.6 The User shall at all times comply with BHC's kitchen regulations (copies of which are available upon request).
- 4.7 Without prejudice and in addition to any other term of this Agreement, the User shall at all times comply (and ensure that its staff and agents comply) with the terms of this Agreement and any instructions or notices from BHC, and use reasonable efforts to ensure that any guests or other persons present in the Room so comply;

## 5 Supervision

- 5.1 During the Use Period, the User is responsible for: (a) efficient supervision of the Room including (without prejudice to the generality of the above): (i) effective control of children; and (ii) orderly and safe admission and departure of persons to and from the Room; (b) orderly and safe vacation of the Room in case of emergency; (c) preservation of good order and decency in the Room; (d) ensuring all doors giving egress from the Room are left unfastened and unobstructed and immediately available for exit; (e) ensuring that no obstruction is placed or allowed to remain in any corridor giving access to the Room; (f) liaising directly with any third party relevant to the Use Purpose and confirming details with BHC's Event Co-ordinator prior to the Use Period; (g) allowing sufficient time for set up and clearance of the Room; (g) ensuring that no food or drinks are consumed within the reception area.
- 5.2 The User will procure that (a) the maximum number of persons admitted to the event does not exceed the specified Maximum No. of Attendees (and the User shall keep, and provide to BHC upon request, a complete list of all persons admitted to the Room); and (b) the specified No. of Stewards and No. of First Aiders specified in the Use Policy are each present (and clearly identified) at all times during the event.

## 6 Event organisation

- 6.1 The User shall: (a) supply to BHC as much information as possible regarding the Use Period (how many hours the room is required for) and the Use Purpose (what the room will be used for – type of event, theme, guests etc); (b) inform BHC well in advance of the Use Period of the final programme for and overall detail of the event, adhering to criteria agreeable with BHC's Event Co-ordinator; (c) notify BHC in advance of any special requirements for persons attending the Room; (d) nominate and confirm in advance with BHC's Event Co-ordinator a person to be responsible for ensuring all persons present at the event leave the Room and BHC's premises at the end of the Use Period; (e) fully and fairly represent the Use Purpose. Any misrepresentation may result in cancellation of the use by BHC at any time; (f) agree in advance with BHC the form of any entertainment to be provided during the Use Period; (g) agree prior to the Use Period any changes in the Use Period required by the User.

## **7 Statutory requirements**

**7.1** The User must not do or permit any act matter or thing which would or might constitute a breach of any statutory or regulatory requirement affecting the Room or otherwise or which would or might vitiate in whole or in part any insurance effected in respect of the Room.

## **8 Health and Safety**

**8.1** It is BHC's responsibility, in accordance with current health and safety legislation, including, without limitation, the Health and Safety at Work (Northern Ireland) Order 1978, to ensure, as far as reasonably practicable, the health and safety of all persons that use its premises, whether employees, clients, employees of clients, volunteers or the general public. The User must therefore ensure that any working practices carried out in the Room by or on behalf of the User, its employees, visitors or volunteers, are undertaken in a safe manner so as not to cause injury to itself or any third party.

**8.2** The User must ensure that it, its employees, visitors or volunteers comply strictly with all applicable health and safety legislation.

**8.3** The User Point of Contact will make all health and safety announcements required by BHC at the beginning of the event.

**8.4** There must be at least 1 qualified First Aider for up to the first 50 persons present at the Room and a minimum of 2 qualified First Aiders for numbers of persons present between 51-150. St Johns Ambulance (or an equivalent organisation) must be available on stand by should First Aiders not be present. It is the sole responsibility of the User to ensure the required number of stewards and trained First Aiders are in attendance for the duration of the use period.

**8.5** A full risk assessment is required for all events and must be submitted in advance as part of the booking process.

## **9 Form of Entertainment**

**9.1** In the use of the Room the User is not to infringe any copyright or allow any copyright to be infringed.

**9.2** If the use of the Room will involve the performance of any musical or dramatic works or the delivery in public of any lecture in which copyright subsists it will be the responsibility of the User to obtain prior to the Period of the Use the consent of the owner of the relevant copyright and to pay all composers', authors', publishers' and other fees or royalties which may be payable in respect of the function.

**9.3** The User is not to grant broadcasting or filming rights without the prior written consent of BHC.

**9.4** Entertainment involving adult themes, drugs, weapons or criminal behaviour will not be permitted.

## **10 Catering and contractors**

**10.1** The caterer(s) to be used in connection with the Use Purpose will be agreed in writing in advance between the User and BHC.

**10.2** The Agreement between BHC and the User is limited to use of the Room. BHC does not accept responsibility for the performance of any services outside use of the Room.

**10.3** The User must inform BHC in advance of all contractors who will be operating at the event.

## **11 Decorations and advertising**

**11.1** No bolts, nails, tacks, screw bits, pins or other like objects are to be driven into any part of the Room nor is any adhesive substance to be attached to it. No placards or other articles are to be fixed to any part of the Room. No cotton wool or highly inflammable materials is to be used for decoration or other purposes.

**11.2** No political flags or emblems are to be displayed inside or outside any part of the Room.

**11.3** BHC reserves the right to remove any permitted posters, boards, signs, flags or other emblems or advertisements which become so dirty or torn as to be untidy or unsightly.

**11.4** If the User is to promote its event in advance, we would ask that Belfast Harbour's logo is used in line with our brand guidelines, which are available on our website.

**11.5** BHC must be informed if tickets are to be sold by the User for an event, and the means by which this will be done.

**11.6** The User may not use BHC's image or logo on any literature or advertisement for the use without its prior written consent.

**11.7** If members of the press or photographers are to be in attendance at the event, BHC must be notified in advance.

## **12 Expiration of Use Period**

**12.1** At the expiration of the Use Period the User is to leave the Room in a clean and orderly state free of litter, and in particular (but without limitation) the User shall remove all equipment previously brought in by or on behalf of the User and remove all food and bottle waste from BHC's premises. The User must comply with BHC's waste management procedures.

**12.2** Unless previously agreed by BHC, the User must ensure that the Room and the Harbour Office are vacated before midnight so that Belfast Harbour Police can conduct a security sweep in accordance with BHC's requirements.

## **13 Damage to BHC property**

The User is to take good care of and not cause any damage to be done to the Room or to any fittings, equipment or other property in the Room and the User is to make good and pay for any such damage caused by any act or neglect of the User or anyone for whom the User is responsible or anyone permitted by the User to enter the Room.

## **14 Limitation of Liability**

**14.1** BHC's total liability arising out of or in connection with the Agreement shall be limited to the Donation made by the User in accordance with the Events Policy, or, if the User is an organisation which is not required to make a Donation pursuant to the Events Policy, to the Donation which would have been required to have been made by the User if the User were an organisation that would have been required to make a Donation pursuant to the Events Policy.

**14.2** BHC will not be liable for any consequential losses, claims, demands, actions, proceedings, damages, costs or expenses or other indirect or consequential liability incurred by the User in the exercise of the rights granted by the Agreement.

**14.3** BHC will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought into or left at the Room either by the User for its own purpose or by any other person or left or deposited with any officer or employee of BHC.

**14.4** Nothing in this Clause 14 shall operate so as to limit or exclude BHC's liability for death or personal injury caused by its negligence.

**14.5** BHC will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, government restriction or act of God which may cause the Room to be temporarily closed or the use to be interrupted or cancelled.

**14.6** BHC gives no warranty that the Room is legally or physically fit for any specific purpose.

**14.7** During this Agreement, the User shall maintain in force with a reputable insurance company a public liability insurance policy with a limit of at least £10 million a claim, and shall produce to BHC on demand (including at the point of requesting a booking) full particulars of that insurance and the receipt for the then current premium.

## **15 Right of entry**

**15.1** BHC reserves the right for duly authorised members or officers or employees of BHC to enter the Room at any time for any authorised purpose.

**15.2** BHC reserves the right to exclude or eject, as it thinks reasonable and without liability, any persons from the Room, function or any other premises of BHC as it shall consider objectionable (including any engaged by the User to provide duties or entertainment) and the User will be liable for any liability arising thereby save where the User establishes negligence or bad faith on the part of BHC.

## **16 Cancellation by User**

If the User wishes to cancel the use in whole or in part the User must give to BHC notice to that effect no less than 2 weeks prior to the Use Period.

## 17 Cancellation by BHC

17.1 BHC may cancel the use (i) if the Room is rendered unusable by any such event as is mentioned in Clause 14.5; or (ii) if the User fails to perform any of its obligations under the Agreement, including making a Donation (if required); or (iii) at its discretion, without cause, upon 14 days' prior notice to the User.

17.2 If the use of the Room is cancelled for any such reason as is mentioned in Clause 17.1 BHC will give to the User the maximum practicable notice but will not otherwise be liable to the User. If the donation in lieu of a room fee has been made before this point, BHC will reimburse the User.

## 18 Breach by the User

If the User fails to observe and perform its obligations under this Agreement BHC may:

18.1 charge to and recover from the User any expenses incurred by BHC in remedying any such failure including the cost of employing attendants, workmen, cleaners or other persons as may be appropriate; and

18.2 cancel the instant or any other use of the Room by the User without incurring any liability to the User.

18.3 The User shall indemnify BHC in full upon demand against any costs, claims, demands, liabilities or expenses arising out of or in connection with a breach by it of its obligations under this Agreement.

18.4 Without prejudice and in addition to the User's obligations under Clause 14.7, the User shall maintain in force with a reputable insurance company a policy of insurance covering the User against third party risks to a level sufficient to meet its obligations under this Agreement, and at BHC's request will produce evidence to BHC of the existence of such a policy.

## 19 Complaints

Any complaint arising out of the use of the Room must be made in writing to BHC within 3 days after the expiration of the Use Period.

## 20 Miscellaneous

20.1 Neither party shall be liable for any delay or failure in the performance of its obligations for so long and to the extent that such delay or failure results from events, circumstances or causes beyond its reasonable control. If the period of delay or non-performance continues for 14 days, the party not affected may terminate this Agreement by giving not less than seven days' written notice to the affected party.

20.2 This Agreement constitutes the entire agreement between the parties. Each party acknowledges that in entering into this Agreement it does not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Agreement. Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this Agreement.

20.3 No variation of this Agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

20.4 A waiver of any right or remedy is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy. A delay or failure to exercise, or the single or partial exercise of, any right or remedy does not waive that or any other right or remedy, nor does it prevent or restrict the future exercise of that or any other right or remedy.

20.5 If any provision or part-provision of this Agreement is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this agreement. If any part-provision of this agreement is deemed deleted, the parties shall negotiate in good faith to agree a replacement that, to the extent possible, achieves the intended commercial result of the original provision.

20.6 BHC may act through any authorised officer and references in this Agreement to any approval, discretion, consent or requirement of BHC are deemed to be references to the approval, discretion, consent or requirement of any such officer and anything which the User is required to produce to BHC is to be produced to such officer.

20.7 Any notice given to a party under or in connection with this Agreement shall be in writing and shall be: (a) delivered by hand

or by pre-paid first-class post or other next working day delivery service at its registered office; or (b) sent by email to such address as may be notified to the party giving notice from time to time by the party to be served. Any notice shall be deemed to have been received (i) if delivered by hand, at the time the notice is left at the proper address; (ii) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting; or (iii) if sent by email, at the time of transmission, or, if this time falls outside Business Hours in the place of receipt, when Business Hours resume. This Clause 20.7 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution. For the purposes of this Clause 20.7, "Business Day" means a day other than a Saturday, Sunday or public holiday in Northern Ireland, when banks in Belfast are open for business; "Business Hours" means the period from 09.00am to 5.00pm on any Business Day.

20.8 The User shall not assign, novate, transfer, charge, subcontract, delegate, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Agreement without BHC's prior written consent. BHC may at any time assign, novate, transfer, charge, subcontract, delegate, declare a trust over or deal in any other manner with any or all of its rights under the Agreement.

20.9 Each party shall, at its own expense, ensure that it complies with and assists the other party to comply with the requirements of all applicable data protection and privacy legislation in force from time to time in the UK including the Data Protection Act 2018 (and regulations made thereunder), the retained EU law version of General Data Protection Regulation ((EU) 2016/679), the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) and the guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority and applicable to a party.

## 21 Governing Law

This Agreement shall be governed by and construed in accordance with Northern Irish law and the parties irrevocably submit to the exclusive jurisdiction of the Northern Irish courts.

## Policy Review

This policy is subject to ongoing review to ensure compliance with Belfast Harbour standards and legislation.

**Last Reviewed:** March 2026

# Booking Form

Event Information	
Name and contact details for Hirer	
Hirer's Organisation	
Lead Steward Name	
Additional Steward/ Event Contact	
Event Date	
Event Timings	
Event Purpose	
Room(s) Requested	
Expected Number of Guests	
Evidence of Public Liability Insurance (Certification to be copied into Booking Form)	

