

# ABERDEEN CITY COUNCIL - APPLICATION FOR CIVIC RECEPTION

PLEASE READ THE ATTACHED GUIDANCE BEFORE COMPLETING THIS FORM

<b>Applicant/Organisation:</b>	
<b>Contact name and position:</b>	
<b>Postal address:</b>	
<b>Postcode:</b>	
<b>Telephone number:</b>	
<b>Mobile telephone number:</b>	
<b>Email address:</b>	
<b>Website address:</b>	

<b>Application details:</b>	
<b>Type of hospitality requested:</b>	
<b>Suggested date(s)/time of event:</b>	
<b>Estimated number of guests:</b>	
<b>Date(s) of any previous hospitality:</b>	

Complete this form in full and return with any supporting material to: [lordprovost@aberdeencity.gov.uk](mailto:lordprovost@aberdeencity.gov.uk)  
or by post to: Lord Provost's Office, Town House, Aberdeen, AB10 1LP

**Submissions must be made no later than 8 weeks prior to the date of the proposed event.  
Late applications will not normally be considered.**

## **CIVIC RECEPTION – APPLICATION GUIDANCE**

To mark special events or achievements, the Council may provide hospitality in the form of a Civic Reception. These events range from afternoon teas and finger buffets, to drinks receptions and formal dinners depending on the nature of the occasion. Civic Receptions are funded by a limited budget within the city's Common Good Fund.

Examples of Civic Receptions include, welcome events for major events and conferences being held in the city, celebrations of milestone anniversaries of local organisations, and the launch of new community projects.

The Lord Provost, or an appointed representative, will host the Civic Reception, whilst Aberdeen City Councillors and other local dignitaries may also be in attendance.

### **Criteria for Applications**

The Council will consider granting hospitality to

- Promote new initiatives which help deliver key priorities of the Council and benefit the community;
- Welcome major events to Aberdeen which have clear economic, social or promotional benefits to the city;
- Recognise outstanding achievement by individuals, groups or organisations from the city.

Requests to celebrate the anniversary of an organisation will normally be accepted only for 25, 50, 75, 100 years and thereafter multiples of 25 years. Only charitable groups and not-for-profit organisations will normally be considered for anniversary celebrations.

We are unable to offer a Civic Reception for fundraising events unless one of the above criteria applies.

Once a successful application has been made, organisations are asked not to apply for further events in the same financial year. Repeated annual requests should be avoided.

Submissions should be made no later than 8 weeks prior to the date of the proposed event. Applications received out with this period will not normally be considered.

All Civic Receptions take place in Aberdeen City Council premises with the majority occurring in the Civic Rooms of the Town House. Larger events may take place in the Beach Ballroom with occasional use made of the Art Gallery, Cowdray Hall and Maritime Museum.

Applications which do not fall within the categories above are unlikely to be granted. If you are unsure whether your application qualifies, please contact us prior to submitting your request.

If you require clarification on any of these points, please contact us by email [lordprovost@aberdeencity.gov.uk](mailto:lordprovost@aberdeencity.gov.uk) or by telephone 01224 522100.

## **COMPLETING THE APPLICATION FORM**

Please provide as much information as possible on your application. Incomplete forms will be returned. If you require assistance with your application please contact us by email [lordprovost@aberdeencity.gov.uk](mailto:lordprovost@aberdeencity.gov.uk) or telephone 01224 522470.

### **Contact Details**

Please provide full contact information for the person who will be responsible for the event. Do not use the name of your Chief Executive or Director etc if they are not the person we need to contact to make arrangements.

### **Application Details**

Briefly outline the reason for your application and who the hospitality will be for. You must provide clear evidence that the application meets one or more of the criteria listed above. If there is a reason you believe a specific venue should be used to hold the event please explain this here, bearing in mind that it may not be possible.

### **Type of hospitality requested**

Please indicate what sort of hospitality you are applying for. For example, drinks reception, canapés, finger buffet, afternoon tea etc. A 'drinks and finger buffet' style event is the most common. Formal dinners will only be considered for major occasions and it is advisable to contact us prior to making such an application. Please note that where there are a significant number of guests under the age of 18 at an event, the Council will not provide alcohol.

### **Suggested date(s) and time of event**

Please provide three suitable dates and list them in order of preference. If it is only possible to hold the event on one specific date, please indicate this. Please also indicate what time you suggest the event should begin and end. Civic Receptions are normally 1hr 30mins in duration.

### **Estimated number of guests**

In order to gauge possible costs and consider appropriate venues, we know how many attendees may be expected. This estimation can be reviewed nearer the event.

### **Date(s) of any previous hospitality**

To ensure that Civic Receptions are accessible to a wide number of different organisations, repeated annual requests should be avoided. Please list the dates (years will do if specific dates are not known) of any civic hospitality provided by the Council to your organisation in the past three years.