

## GUIDANCE FOR CIVIC EVENTS APPLICATIONS

**Please Note: All applicants should contact the Civic & Facilities Team Inverness Town House on [CFHelpDesk@highland.gov.uk](mailto:CFHelpDesk@highland.gov.uk) prior to submitting an application. This will be to discuss:**

- The relevancy of your application
- To discuss the most appropriate type of Civic Event to request
- and to consider the availability of the Town House on the date of your event
- Please note that all applications are required to be submitted at least 4 months prior to the event, failure to do so may result in your event not being considered.
- All applications are considered by the Inverness Common Good Sub Committee at a quarterly meeting.

### 1.4 Event requested/Type of Event

It is important you discuss this with Civic & Facilities Team Leader, prior to submitting an application.

There are three categories of Civic Hospitality:

- **Civic Reception** – this is an informal drinks reception (includes small selection of Canapés). This also is for networking or for hosting very large groups.
- **Civic Buffet** – this is an informal event with a hot or cold finger buffet and drinks. This is usually for events where people want to network or for events that are too large to accommodate a dinner.
- **Civic Dinner** – this is a formal sit-down meal usually for significant events such as, 20<sup>th</sup>, 25<sup>th</sup>, 50<sup>th</sup> anniversary or for visiting Civic dignitaries. The Civic Officer assists the Provost at this event by acting as Master of Ceremonies.

All of these events are hosted by the Provost or Depute Provost and require the Civic Officer to be in attendance.

### 1.5 Numbers attending

The occupancy level of the Hall and Chamber will typically allow the following numbers:

- Hall Civic Reception: 180
- Hall Civic Buffet: 180
- Hall Civic Dinner: 60
- Chamber: 60

Please ensure that the number of guests that you require at your event falls within these guidelines.

Failure to comply with these regulations will result in refused entry to any guests exceeding these numbers. Please note this final number includes any speakers, entertainment etc. who may not be on your invitation list.

Due to the nature of the Town House being a listed building we are unable to provide full disabled access throughout the premises, however we aim to ensure that barriers are removed to all public areas or that services are delivered in alternative ways if necessary. There may be particular restrictions to access outside of office hours. Please bear this in mind for the organisation of your event and contact one of the Civic Officers if you need further information.

There is very limited Pay and Display car parking available at the Town House. This operates on a first come basis.

**Catering** will be provided for the requested number of attendees once approved. Events are priced prior to the submission of an application to the Grants Sub Committee on the number of attendees intimated on the application form. Any increase of 10% or above in numbers attending requires a new application to be submitted. **Any decrease in numbers of 10% or more attending may result in an invoice being raised against you** therefore an accurate reflection of numbers attending must be submitted on the application. The Civic & Facilities Team will contact you 10 working days prior to your event to confirm final numbers.

### **1.6 Start time/Finish time**

Receptions and Buffets normally start at 1900hrs and finish two hours later. Dinners start at 1900hrs for pre-dinner drinks for a 1930hrs start and finish around 22:00hrs. Please discuss with the Civic & Facilities Team Leader, Inverness if you require further information.

### **1.7 Dress Code**

Delegates at Civic Events are expected to adhere to a dress code:

- **Smart/Casual Dress** – smart but not overly formal (e.g. a jacket or blazer, flannels, needle cord trousers, or chinos (never jeans), a shirt with a collar (never a t-shirt), and smart shoes for gents; a dress or skirt and top with a jacket or smart cover-up, avoid wearing denim for ladies)
- **Lounge Suits** – Men - suit worn with a shirt and tie, Ladies - a smart, or cocktail, dress (with sleeves or a jacket). For daytime events a day dress, trouser suit, or skirt and jacket or coat.
- **Formal dress** – dinner attire e.g. black tie/white shirt/ dark business suit for gents; evening dress or skirt for ladies) or National Dress

### **1.8 Description of Event**

Describe what type of event you are requesting and outline any activities you plan for the event (e.g. providing musicians to entertain the guests).

### **1.9 Connection with and relevance to the City of Inverness**

All Civic Events are funded by Inverness Common Good Fund and as such have to be of benefit to the City of Inverness and/or its residents. Please outline the significance to the City of Inverness and/or its residents of your organisation and why you think the Provost should host a Civic Event for your organisation.

### **1.10 Promoted/sponsored by**

Please record here if any person or organisation is promoting or sponsoring your event.

### **1.11 Speech makers**

It is usual for the Provost to make a short speech at Civic Events. However, some organisations also request that their representatives also make a speech. All speeches must be politically neutral. Please note speeches are restricted to 10 minutes and any responses are limited to 2 people.

### **1.12 VIP Party**

It is normally expected that the speechmakers/event organisers/point of contact and or any other relevant VIP is introduced to the Provost 15 minutes before the commencement of the event. This meeting will take place in the Provost's Room and is the point of contacts responsibility to introduce these VIP's to the Civic Officer on duty.

### **2.1 Name and Description of Organisation**

Please provide here the name and a detailed description of your organisation including when it started; what its objectives are and where it is located

### **2.2 Name/Position/Address/Tel No/Email**

These are important details about the applicant to assist us with processing the application and to enable us to contact you to discuss details.

### **2.3 Point of contact**

Please provide the name and contact details of an individual who can act as a point of contact before, during and after the event. The point of contact will be expected to make themselves known to Civic & Facilities team upon arrival at the Town House and be prepared to identify any VIP's that may meet with the Provost prior to the commencement of the event.

### **3 Declaration**

Please make sure you read, sign and date the declaration before submitting your application. Any applications unless applying on behalf of a Council service must be signed by two people.

**Please note:** Unless specified that there is not to be any photography at the event, the Civic & Facilities Team may take photographs to record the event.

# Request for Civic Hospitality 2024/2025

**Read the Guidance Notes of this form before you start.**

If you would like some help understanding this or need it in another format please phone 01463 785 115.

## Section 1 – Tell us about your event

1.1 Title of event:

1.2 Preferred date requested for event

1.3 Alternative date if first option is not available

1.4 Type Of Event You Request (Please Check Guidance)

**Civic Reception**

**Civic Buffet**

**Civic Dinner**

1.5 Number of Guest (please note that obligatory invitations are sent to all 23 City Elected Members)

1.6 Start Time:

Finish Time:

1.7 Dress Code: (See Guidance 1.7)

**Formal**

**Lounge Suits**

**Smart/Casual**

**1.8** Description of Event:

**1.9** Connection With and Relevance To The City Of Inverness:

**1.10** Promoted/Sponsored By:

**1.11** Speech Makers, Title and Name:

**1.12** VIP's Title and Name.

## SECTION 2 – TELL US ABOUT YOUR ORGANISATION

2.1 Please give the name and description of your organisation.

2.2 Contact Details: This will be the main person and point of contact we will contact about your application. They should also sign the declaration in Section 3.

Your title (please tick): **Dr**  **Mr**  **Mrs**  **Miss**  **Ms**

**Other**

Your Name:

Your Position in the Organisation:

Your Address and Postcode:

Preferred Contact Number:

Your Email Address:

2.3 **Event Point of Contact (If different from above)**

Name and Position:

Preferred Contact Number:

Email Address:

### Section 3 – Declaration

Two people must sign this page, unless you are applying on behalf of a Council service. Make sure you understand the conditions of the declaration and that you have the appropriate authority from your organisation to sign it. The main contact named in question 2.2 must sign part 1 of the declaration. If you are applying on behalf of a Council service, you only need to sign Part 1. Otherwise, another person who is an office bearer of your organisation and who is not connected to the main contact must sign part 2 of the declaration.

- As far as we know, the information in this form is true and accurate. We are authorised by the organisation to make this application and sign this declaration on their behalf. We understand that it may be a criminal offence to receive funding after giving false information, in which case you will cancel the funding and claim back any money we have received. We agree that you can check, with others, the information on this application form. If you award funding based on the information in this form, we confirm on behalf of the organisation that the activities we carry out will be as described in this form. We agree on behalf of the organisation that you, or your appointed agents, can examine any documents necessary to show that the activities have been carried out.
- We agree on behalf of the organisation that if there are any changes to the activities not agreed in writing with you beforehand, or if the activities do not go ahead for any reason, you can claim back all or part of any funding you have paid, as appropriate.
- **We agree that if the application is successful, we will acknowledge your funding contribution in all correspondence and publicity associated with our event, including invitations, websites, e-mails etc. We will use your logo, preceded by the words, “Supported by”.**
- We agree that you may make the information we have given on this form available to the public, and you may use it for publicity purposes.

**Part 1 – The main contact named in question 2.2 must sign in blue/black ink so we can clearly see this is an original signature.**

#### Signatory 1

|                   |                  |              |
|-------------------|------------------|--------------|
| <i>Print Name</i> | <i>Signature</i> | <i>Date:</i> |
|-------------------|------------------|--------------|

**Part 2 - (Council officers do not need to sign this part.) An office bearer who is not connected to the main contact must sign in blue/black ink.**

#### Signatory 2

|                   |                  |              |
|-------------------|------------------|--------------|
| <i>Print Name</i> | <i>Signature</i> | <i>Date:</i> |
|-------------------|------------------|--------------|

Please email your form to: [CFHelpdesk@highland.gov.uk](mailto:CFHelpdesk@highland.gov.uk)

Scott Taylor, Civic & Facilities Team Leader, Civic Hospitality, The Highland Council, Inverness Town House, High Street, IV1 1JJ