

Holding events @ NICCY Request form

The Northern Ireland Commissioner for Children and Young People (NICCY) wants to encourage the use of its office facilities by external groups and organisations. It is our mission to safeguard and promote the best interests of children and young people, and we hope that by helping you host events we can work towards that goal.

The facilities at our offices include:

- The Nigel Williams Conference Room (up to 50 seated theatre style)
- Board Room 1st floor (up to 15 seated)

We try to accommodate all requests. To help us, please fill in the form below:

Name and type of organisation e.g voluntary group; children's charity	Please describe here:
Nature of event e.g seminar; training; group meeting	
How will event / meeting involve children and young people or children and young people's issues?	
Date required and approximate start and finish times?	
How many people will attend?	
Are you providing lunch / refreshments? Will you be requiring a separate area for this?	
Contact name	
Telephone	
Email	



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If we agree to host the event at NICCY's offices we will inform you in writing within five (5) working days of receiving your request of our decision

Other useful information:

- You will be provided with a form stating our terms and conditions which you will be required to sign.
- Groups cannot block book rooms more than two months in advance
- Events/meetings running past 5.00pm cannot be guaranteed facilitation
- When we have confirmed your booking you will be given a contact name in NICCY to liaise with.

Please send your request form to Administration Staff in Corporate Services, NICCY, Millennium House, 17-25 Great Victoria St, Belfast BT2 7BA.

Please contact Administration Staff in Corporate Services if you have any queries.

Telephone: 028 9031 1616

Fax: 028 9031 4545

