



HOLYROOD PARK EVENT GUIDANCE



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

HOLYROOD PARK – EVENT GUIDANCE

CONTENTS

	Page
INTRODUCTION	3
THE PARK'S SIGNIFICANCE AND MANAGEMENT	3
LOCATION	4
SITE ACCESS	6
EVENT SPACES FOR HIRE	7
SITE INFRASTRUCTURE	8
PARK ROAD NETWORK	8
TRANSPORT MANAGEMENT AND PARTICIPANT ACCESS	8
CAR PARKS	9
EVENT CATEGORIES	10
ACCESSIBILITY	11
HEALTH AND SAFETY	12
NOISE MANAGEMENT	14
ENVIRONMENTAL SUSTAINABILITY	15
CATERING, MERCHANDISE, ADVERTISING, FUNDRAISING	15
HIRE FEES	16
APPLICATION PROCESS	17
APPLICATION ASSESSMENT CRITERIA	18
TIMESCALES	19

INTRODUCTION

Holyrood Park, in the centre of Edinburgh, is a unique historical and geological landscape, encompassing an area of 259 hectares (640 acres), with the highest point at Arthur's Seat, founded on a dramatic volcanic outcrop 251m above sea level. As the Capital's premier greenspace, it is a rare survivor of a Royal Park established in the Stewart (Stuart) period, providing leisure and recreation and contributing to the health and wellbeing of residents and visitors.

The Park is managed by Historic Environment Scotland (HES), who welcome responsibly organised events to take place there. It regularly hosts key sporting and charity events, as well as a wide range of smaller, local community events.

These varied events support HES's Corporate Plan, Heritage for All (2022) by making a broader contribution to the economy of Scotland and its people.

HES has set out clear Guidelines below to manage the impact of events on local communities and the Park's natural environment.

This Guidance does not consider filming, photography, film base or wedding requests.

For more information on filming, contact filming@hes.scot, or for wedding and wedding photography enquiries, contact weddings@hes.scot

THE PARK'S SIGNIFICANCE AND MANAGEMENT

Holyrood Park is designated as a 'Property in Care' (PiC), managed by Historic Environment Scotland on behalf of Scottish Ministers. It is governed by the Holyrood Park Regulations 1971 (as amended) created under The Parks Regulation Acts, 1872 to 1974.

The Holyrood Park Regulations can be found [here](#).

It is managed by a dedicated team of Rangers, Ground Staff and various specialist and skilled trades teams who (since the 1980s) has sought to blend recreation, nature conservation and accessibility with protection of archaeology.

Holyrood Park's Statement of Significance can be found [here](#).

HERITAGE & ARCHAEOLOGY – SCHEDULED MONUMENT

With over 100 known archaeological sites, including Mesolithic, Bronze Age, Roman and Medieval and 8 listed buildings, Holyrood Park is recognised as being of national importance and is also legally protected ('scheduled') under the Ancient Monuments and Archaeological Areas Act 1979 and the Historic Environment Scotland Act 2014 to protect its cultural and national significance for current and future generations.

Under their terms, and those of the Park Regulations, prior written consent from Scottish Ministers (represented by HES) is required for any works and many activities that take place in the Park. If consent, in the form of Scheduled Monument Consent (SMC) is required, this can take up to eight weeks from point of Application submission.

More information on Scheduled Monument Consent can be found [here](#).

LANDSCAPE, NATURE AND GEOLOGY – SITE OF SPECIAL SCIENTIFIC INTEREST (SSSI) AND PROTECTED SPECIES

As a critical and fundamental element of Edinburgh's wider green infrastructure network, the Park is vital to strengthening the City's resilience to the global climate and ecological crisis.

Largely undeveloped, it is rich in plant life and provides a home to a variety of important species and wildlife.

It is a SSSI under the Nature Conservation (Scotland) Act 2004, which provides legal protection of the Park's natural heritage. Activities on, adjacent to or within the areas designated as SSSIs require consent from NatureScot, which can be obtained with the support of HES.

Details on SSSI can be found [here](#).

The Park also supports a number of protected species. Therefore, additional licences from NatureScot may be required to enable your event to take place.

Protected Species information is available [here](#).

NatureScot's timescales may differ from those of HES.

LOCATION

A major public open space, Holyrood Park, (grid reference NT 2773) is situated in the heart of Edinburgh, to the south of the Palace of Holyroodhouse and the Scottish Parliament. It is surrounded by dense residential areas, including Abbeyhill to the north, Duddingston village to the east, Dumbiedykes to the west and Edinburgh University's Pollock Halls of Residence to the southwest. You should be mindful of these when planning your event.

On occasion, significant activities take place at the Palace of Holyroodhouse and these may displace event bookings. While HES will work with you to seek a suitable compromise, in exceptional circumstances, HES reserves the right to cancel any bookings for third-party events.

Being in close proximity to the Scottish Parliament, the Park is sometimes used for marches and demonstrations and occasionally these can take place on event days. HES will notify Event Organisers if this is the case.

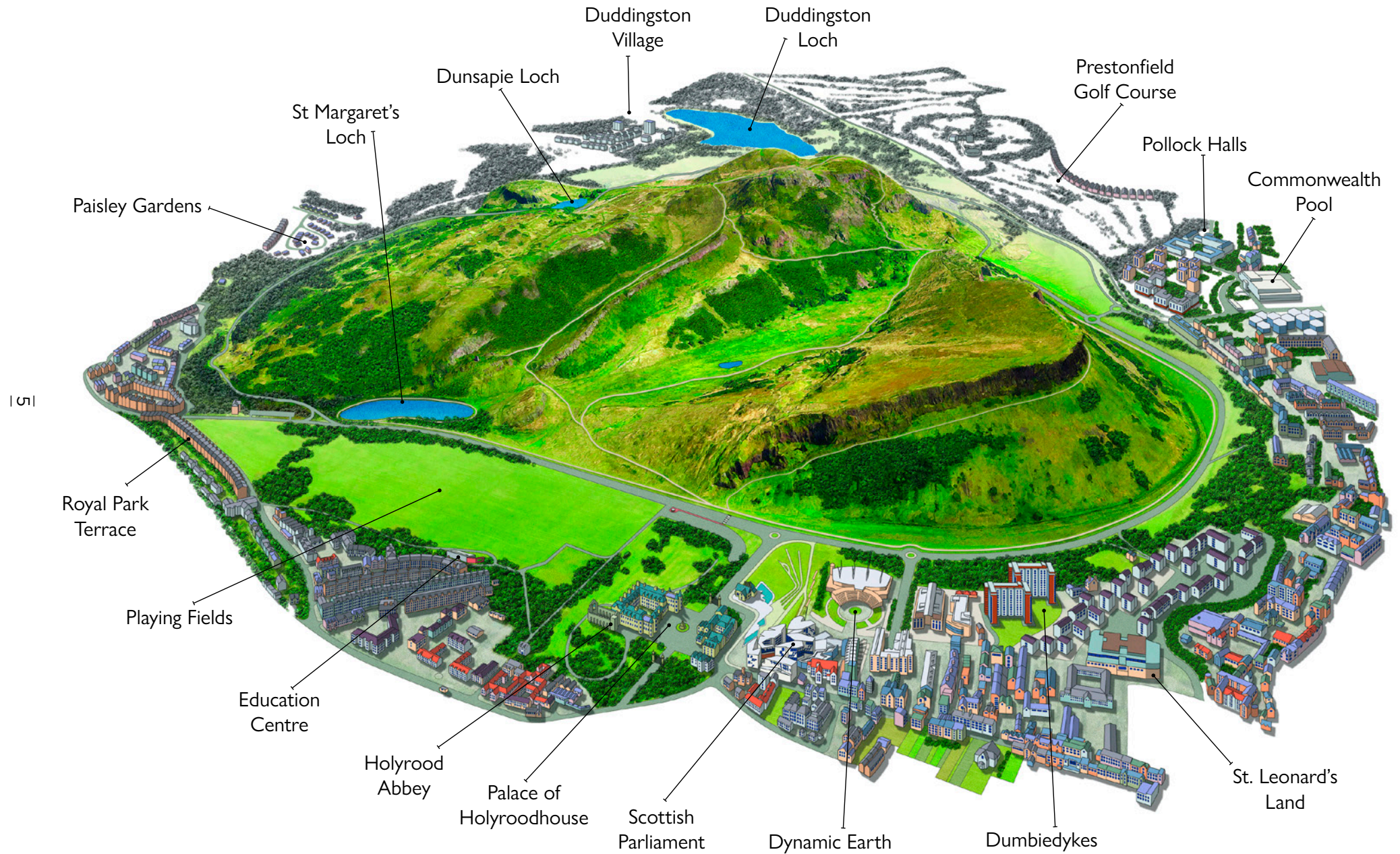
There are also six Lodges within the Park and access to these should not be obstructed without prior agreement. Meadowbank Lodge and Duddingston Lodge are available as holiday lets.

Further information on Holyrood Park Holiday Lets can be found [here](#).


*Playing
Fields*



HOLYROOD PARK AND ENVIRONS



SITE ACCESS

There are fourteen pedestrian entry points  around the perimeter wall of the Park.

Vehicle access is possible at the five main gates: Duke's Walk (*north east*), Holyrood Gait (*north west*), Horse Wynd (*north west*), Holyrood Park Road (*south west*) and Old Church Lane (*south east*).



Car Parks

- P1** Broad Pavement
- P2** Meadowbank/St. Margaret's Loch
- P3** Dunsapie Loch
- P4** Duddingston Loch

Roundabouts

- R1** Holyrood roundabout
- R2** Mall roundabout
- R3** Kaim's Head roundabout
- R4** St Leonard's roundabout

EVENT SPACES FOR HIRE

Most events in the Park use the Playing Fields/Parade Ground (Zone 1 below) and utilise the hardstanding areas, such as the car parks and road network.

Some areas of the Park, such as Whinny Hill, Dunsapie Crag, Arthur's Seat, Salisbury Crag and the land around Duddingston Loch (Zones 2 and 3) are fragile and unsuitable for most events.

The Education Centre, which accommodates HES staff, and Holyrood Lodge (located opposite the Scottish Parliament) have some rooms and facilities that can be hired as part of your wider event.





*Park Road at
Galloping Glen*

SITE INFRASTRUCTURE

Holyrood Park currently has very limited site infrastructure. As an Event Organiser, you will be responsible for providing all structures and equipment necessary to stage your event, including, but not limited to, portable toilets, waste bins, power supply and water. You must ensure:

- Ground-protection and tracking is laid before any vehicles are permitted onto the Playing Fields
- Any temporary structures must be sited within the designated events area on the Playing Fields, unless you have applied for and been given consent/permission to use other locations
- Any ground-penetrating supports, barriers, poles, posts, pegs or stakes used on the Playing Fields must not exceed 60cm in depth (permission for ground penetration in other areas of the Park is unlikely to be given)

PARK ROAD NETWORK

The road network within the Park (see map on page 7) is managed by HES, who have the authority to implement road closures to most of these road sections. The exception to this is the section of road between Holyrood Gait and Horse Wynd (known locally as ‘the Loop Road’ (R2 on page 7 map)), where prior agreement for closure is required, in discussion with the City of Edinburgh Council. You can request road closures and hire of the road network to facilitate your event, but must ensure you provide advance information signage, additional traffic management infrastructure, and appropriate staffing.

TRANSPORT MANAGEMENT & PARTICIPANT ACCESS

Where event infrastructure is being brought to site, we encourage you, through planning and liaison with contractors, to minimise the number of delivery vehicles required. Edinburgh’s Low Emission Zone may impact upon the transport options and access routes chosen.

Further information on the Low Emission Zone is available [here](#).

You are responsible for encouraging and supporting event participants to use active travel (by foot and cycle) and public transport to access your event in the Park. Edinburgh Waverley station is approximately a 15-minute walk from the Park and there are various bus routes to the nearby Palace of Holyroodhouse, the Scottish Parliament, Meadowbank etc.



CAR PARKS

There are four public car parks in the Park (see map on page 6), which can all be hired for use as part of an event. Broad Pavement car park on Queen's Drive is the largest and most commonly used for events, providing an ideal location for catering units, portable toilets, first aid and delivery vehicles etc. As we encourage active travel (see Transport Management), car parks are rarely used for event participant parking.

Car park	No. of cars	Area (m ²)
Broad Pavement (Pay & Display)	161	approx. 3,304m ²
St. Margaret's Loch/Meadowbank	46	approx. 1,527m ²
Dunsapie Loch	24	approx. 1,315m ²
Duddingston Loch	13	approx. 476.8m ²

EVENT CATEGORIES

Holyrood Park has become an increasingly popular location to host cultural, social and sporting events. These events play a vital contribution to people's physical health and wellbeing, as well as attracting new visitors and being a valuable source of income to the wider Scottish economy.

HES places great importance on minimising the impact of events, particularly large-scale ones, on people, nature and heritage. As a result, we set limits on the number and type of events allowed each year, as well as when and where they can take place.

Event category	Event size	Number per year	Infrastructure	Road & car park closures	Duration (incl. set-up & de-rig)
Major	Over 10,000 participants/tickets	We will usually only permit one major event per year	Substantial	Yes	more than 3 days
Large	1,000 – 10,000	Up to 8	Yes	Yes	max. 3 days
Medium	200 – 1,000	Up to 15	Some	Occasionally	1–3 days
Small	less than 200	Up to 35	None or minimal	Unlikely	1 day or less

We welcome events that:

- Respect the cultural and natural significance of the Park
- Are safe, well-planned and well-run, minimising reliance on the resources of HES
- Minimise impact on other Park-users, local residents, Park operations and any ceremonial activities
- Are for charitable purposes, may have local community focus, encourage public participation and are politically impartial
- Are ceremonial or of unique, national or historical importance
- Are environmentally sustainable, minimise impact on the Park and guarantee full and timely re-instatement if required

We are very unlikely to permit events that:

- Have or, are likely to have, the potential, to affect the natural assets, historic fabric or archaeological remains in the Park
- Are staged within more fragile areas of the Park, including Whinny Hill, Dunsapie Crag, Arthur's Seat, Salisbury Crag and the land around Duddingston Loch (Zones 2 and 3 on page 7 map)
- Are private parties or private events
- Are political events or campaigning activities
- Include pyrotechnics, projections, sky lanterns or balloon releases
- Are expected to last more than one week
- Include accommodation venues, such as tented villages and/or portacabin villages
- Are, or include, fun fairs, music concerts or festivals

ACCESSIBILITY

We welcome events that are as accessible and inclusive as possible. The Equality Act 2010 covers a range of impairments, including visual, hearing, mobility and learning disabilities. There are also hidden disabilities, i.e. ones that are not apparent by looking at a person. You should also consider the financial accessibility of your event with regards to the level of entry fees set, cost of refreshments, etc.

Holyrood Park is easy to reach by public transport and accessible parking and vehicle drop-off are available. However, when events are taking place, car parks and roads within the Park can be closed so advance signage is required, in liaison with HES.

Further information on access, travel and parking can be found [here](#).

Information on access, from Euan's Guide, the disabled access review website can be found [here](#).

VisitScotland's guide to accessible events can be found [here](#).

MoonWalk



HEALTH AND SAFETY

As Event Organiser, you are responsible for the health, safety and welfare of everyone involved in your Event, such as attendees, employees, volunteers, contractors and other Park users.

You must ensure compliance with a wide range of legislation, including, but not limited to:

- The Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Health & Safety (First Aid) Regulations
- Occupiers Liability (Scotland) Act 1960
- Land Reform (Scotland) Act 2003
- Fire Scotland Act 2005
- Control of Noise at Work Regulations
- Personal Protective Equipment at Work Regulations
- Provision and Use of Work Equipment Regulations, Construction Design and Management (CDM) Regulations 2015
- Equalities Act 2010.

Historic Environment Scotland (HES), on behalf of the Scottish Ministers as owners, manages and maintains Holyrood Park and has a legal responsibility to ensure it is fit for purpose, safe and without unreasonable risk.

ROLES, RESPONSIBILITIES AND CDM DUTIES

For all Events, it is important that someone within your team has health and safety as their main role and is confident in identifying hazards and dealing with them. Large events require a dedicated Safety Officer who will plan and manage the safe delivery of your Event. You are expected to ensure risks are assessed, information is shared, contractors co-operate, and an Event Management Plan (EMP) is created and shared with HES.

You need to be confident that any contractors you engage to provide services or contribute to your Event are competent, provide a written Health and Safety Policy and Method Statements (where applicable), carry out Event specific Risk Assessment(s), hold valid Insurance(s) and always work safely.

You should familiarise yourself with the [Event Safety Guidance](#) provided by the Health and Safety Executive (HSE).

Information on Managing Risks can be found [here](#).

Events which involve the building of temporary structures, such as stages and marquees must comply with elements of the [CDM Regulations 2015](#).

CAPACITY AND CROWD MANAGEMENT

As Event Organiser, you are responsible for determining the maximum number of people who can safely be accommodated at your Event in the Park. This number is based on entry capacity, holding capacity, exit capacity and emergency exit capacity with the final capacity being the lowest of these calculations. Guidance on this can be found [here](#).

Events must be ticketed, or for smaller drop-by Events or Marches/Parades, clickers should be used.

You should also assess the anticipated crowd profile and dynamic, which will help determine the stewarding and security needs of your Event, detailing these in your EMP, Crowd Management Plan and Site Plan. All your Event staff and volunteers should be suitably trained and accredited where appropriate.

HSE Guidance on Managing crowds safely can be found [here](#).

COUNTER-TERRORISM

You will need to consider effects of a terrorist incident before, during or at dispersal from your Event and be mindful that the Park is located near to the Palace of Holyroodhouse, a Royal Residence, and the Scottish Parliament. Depending on the scale and nature of your Event, Police Scotland may appoint a Counter Terrorism Security Co-ordinator (CT SecCo) to work with you to assess and provide a report with recommendations for your Event.

[ProtectUK](#) provides up-to-date resources and guidance on mitigating against terrorism incidents, online training for event staff and managers, as well as the most up to date UK threat levels.

FIRE

To comply with the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006, you must carry out a Fire Risk Assessment and develop an appropriate Emergency Plan, which should be reviewed regularly. Copies of PAT certification, as well as details on gas testing, location of fire extinguishers for catering units etc. should be provided to HES on request.

Fire safety risk assessment for open-air events and venues can be found [here](#).

TEMPORARY ELECTRICAL AND LIGHTING SYSTEMS

All equipment, including generators, PA systems and lighting should be installed, tested and certified in accordance with BS 7909 and BS 7671 by competent contractors and detailed in your Risk Assessment(s) / EMP. HES encourages the use of low-noise generators, organised and well-routed cable runs, low level lighting where possible to minimise light pollution and where tower lights are to be used, careful location of these away from nearby housing.

WEATHER

The Park is exposed, with rugged, variable terrain that can experience a wide range of weather conditions even on a normal day, more so during extreme weather events, such as flooding, storms and droughts. Rain, ice and snow can adversely affect grassed areas and make roads and pavements slippery. During hot weather, shelter from the sun and access to drinking water is required. Lightning strikes at events can be particularly dangerous, and guidance on this can be found [here](#).

An in-person site visit is recommended before your Event takes place, your Risk Assessment(s) must consider weather factors thoroughly and your procedure for cancellation or postponement of your Event should be detailed in your EMP.

TEMPORARY DEMOUNTABLE STRUCTURES

Temporary structures, such as stages, marquees, gazebos and PA systems must be designed, constructed and signed off by a competent person, and all relevant documentation shared with HES. If you have a raised structure (platform, stand or similar) over 600mm high you need to [apply for permission](#) from City of Edinburgh Council.

Your Wind Management Plan should include details of the maximum wind speed for all temporary structures and equipment, how and when this will be measured and by whom. As the Park is very exposed, the geography of the site, direction of the wind, different elevations of structure, method for securing, contingency plans, amongst other factors, must be considered. Information on demountable structures is available [here](#).

WELFARE

You should ensure adequate and accessible sanitary and welfare facilities are provided for all those attending and working at your Event. Consult the [Purple Guide](#) for detailed guidance.

INSURANCE

Event Organisers must ensure that the obligatory statutory insurances, such as Public Liability Insurance, providing cover for £10 million and Employer's Liability, where required, are in place and shared with HES. Where your insurance cover may be less than £10 million, HES will consider this on a case-by-case basis.

NOISE MANAGEMENT

The Park has a complex acoustic environment and is surrounded by residential properties. To minimise disturbance caused by events to residents and Park users, HES commissioned an Environmental Noise Assessment (2021) focused on the most popular locations around the Park that host events. From this survey's results and in agreement with the City of Edinburgh Council, HES has set an upper noise limit of 65 decibels at the nearest occupied building for the majority of events and rarely permits PA systems or music (including testing) prior to 09.00 or after 23.00. Site set-up and de-rig, including vehicle movement, is to be avoided during early morning or late evening and consideration should be given to the use of noise-reducing generators, battery tools, rubber-headed mallets etc.

Event Organisers of major, large and some medium sized events need to manage noise levels from all sources by:

Before your event

- Producing a Noise Management Plan, detailing all hours of operation and activity, including site set up and de-rig, as well as a comprehensive schedule of use of the PA/sound system for your Event's duration. HES will presume against constant PA/sound system use
- Informing local residents of your Event and any potential noise disturbance at least two weeks prior to site set-up by letter drops and local on-site information signs as appropriate (see 'Neighbour Notification' below).
- Providing a contact phone number that is staffed throughout the event period to address any local concerns
- Consider commissioning an independent professional Acoustics Engineer to design your PA/sound system

During your event

- Placing equipment (speakers, generators etc.) and any live musical performers in well considered locations, indicating these proposed locations and direction of speakers on your Site Plan
- Monitoring decibel levels throughout your event at appropriate/agreed locations and times, noting weather conditions

After your event

- Liaise with HES to address any noise complaints
- Liaise with local residents and HES to address any concerns over noise levels
- Make adjustments for any future events held in the Park

NEIGHBOUR NOTIFICATION

The following information should be included in letters to relevant residents:

- | | |
|---|--|
| ■ Name of event, event organiser/company, type of event, contact name, telephone number and email address | ■ Car park closures and timings |
| ■ Location of activity/event | ■ Access arrangements for other Park users such as walkers and cyclists |
| ■ Dates and times of activity (including set up and derig) | ■ Night-time activities – mitigation of noise/light nuisance |
| ■ Description of activity | ■ Any other disruption and mitigation measures |
| ■ Road closures within the Park and timings | ■ A monitored contact number for concerns/queries pre-event and during event |

Updates on upcoming events at the Park can be found [here](#).

ENVIRONMENTAL SUSTAINABILITY

To protect the Park's natural heritage and manage wider environmental change, the reduction in waste and use of resources in the planning and delivery of events is critical.

HES expects Event Organisers to practise Sustainable Waste Management and to produce a Waste Management Plan to include:

- Process for clearing all litter and waste generated by your event. Any additional litter clearance required after your event will incur a charge levied by HES
- How you will manage and control all waste in accordance with the waste hierarchy (Eliminate, Reduce, Reuse, Recycle, Recover, Dispose)
- How you will meet all applicable legislation, and minimise consumption
- How you will use materials and products from sustainable sources, such as no single-use plastic, use of locally sourced produce and sellers, reduce water and energy use, use of LED lighting, etc.
- Promoting sustainable behaviour of event attendees by encouraging active travel, recycling, etc.

The HES Climate Action Plan can be found [here](#).

VisitScotland's guide on sustainable events can be found [here](#).

Guidance on integrating sustainability into event planning & execution can be found [here](#).

CATERING

For all events, HES has existing agreements in place with contractors for the sale and supply of food and drink who will require access to the Park during your event. Event Organisers can provide additional catering, but appropriate licences must be obtained from the City of Edinburgh Council.

Where possible, we encourage the use of local suppliers and produce and those who minimise waste and maximise recycling.

MERCHANDISE

If you wish to offer merchandise items for sale or literature to take away, please discuss this with us. Agreement and permission in accordance with the Holyrood Park Regulations will be required and licences from the City of Edinburgh Council may be needed

ADVERTISING

If you plan to have any advertising or branding at your event, such as flags, banners, promotional stands or products, permission from HES will be required in accordance with the Park's Regulations, and may be subject to fees.

FUNDRAISING

In accordance with the Holyrood Park Regulations, Event Organisers, Event Attendees or any third party are not allowed to collect or solicit donations or money from visitors to the Property (Park). This includes such things as donation buckets.

HIRE FEES

A list of potential costs will be discussed and agreed when booking your event and a Fee Estimate will be issued.

The guiding principles by which HES calculates the total hire cost for Events includes:

- Scale and type of event, e.g. community, charity/non-profit or commercial
- Closure, opening and use of Park car parks and Park road, pavement or path network
- Use of Park space, such as the Playing Fields based on how much area is used, infrastructure brought to site etc.
- Hire of the Education Centre
- HES staff costs
- Administration charge

For major, large and most medium scale events, it is a requirement to have a HES member of staff in attendance to ensure your Event is managed appropriately and safely, as well as minimising any disturbance to nearby residents or other Park users. This staff cost will form part of your Fee Estimate.

Additional fees may be incurred following your Event, such as additional litter collections, additional staff time, use of additional facilities, removal of park furniture and repairing damage to hard or soft landscapes. You will be notified when these charges are required.

Fees are available on request and reviewed annually

*Holyrood Park
Education Centre*



APPLICATION PROCESS

APPLICATION DEADLINES

Due to the increasing demand to host events in Holyrood Park, we require the following notice periods to allow time to consider any proposal.

Event category	Application deadline
Major event	1 year in advance
Large & medium event	6-9 months in advance
Small event	2 months in advance
Recurring event	Case by case basis

The completed Holyrood Park Events Application Form, providing as much detailed information as possible and a proposed Site Plan, should be sent as attached documents to venuehire@hes.scot

Salisbury Crags



APPLICATION ASSESSMENT CRITERIA

We will assess your Application based on the following criteria:

- Does your event meet our Event Guidelines?
- Has your Application met the timeframes stated?
- Is your event suitable for the Park in the context of HES's responsibilities?
- Will your event conflict with the Holyrood Park Regulations?
- Are Scheduled Monument Consent, Site of Special Scientific Interest Consent or wider Nature Conservation Licences required?
- Will your proposed event or frequency of events in the proposed location adversely affect Park users, residents, local businesses etc?
- Will your event clash with any other bookings or stakeholder activities?
- Is your event open to the public?
- Are the Park's ground conditions suitable, at the relevant time of year, for your event?
- Have you liaised with the local authority over any necessary licences and permissions?

This list is not exhaustive

CITY OF EDINBURGH COUNCIL

You should notify the City of Edinburgh Council (CEC) about your proposed event via the [Public Spaces Event application form](#). They will consider its implications upon the wider City and advise whether your event requires input from the Event Planning & Operations Group (EPOG) and/or you require to apply for any other Licences, Permits or Orders. CEC has its own timeframes and fee structure outwith HES's control.

Race for Life



TIMESCALES

APPLICATION STAGE

Action	Timeframe	Responsibility
Event date enquiry	Up to 1 year in advance (earlier enquiries considered on case-by-case basis)	Event Organiser (EO)
Park Event Guidance & Application Form issued	At time of enquiry	Historic Environment Scotland (HES)
Provisional hold on date if available for maximum of 8 weeks		
Completed Application Form & Draft Site Plan submitted to HES within 8 weeks	Major/large scale events: 9 months ahead of event Medium events: 6-3 months ahead Small events: 3-1 months ahead	EO
Application assessment		HES/EO
Site visit & submission of further information if required		
City of Edinburgh Council Public Spaces Event Application submitted (see page 18)	City of Edinburgh Council (CEC) timeframe	EO
Fee Estimate issued		HES
Contract issued		HES
Once signed Contract received, Deposit Invoice raised		HES/EO

PLANNING STAGE

Action	Timeframe	Responsibility
On-site meeting for new or more complex events required		HES/EO
Event Planning & Operations Group (EPOG) multi-agency meeting if required	CEC timeframe	HES, EO, other agencies & contractors where relevant
Balance Invoice issued	At least 12 weeks before Event	HES
Final Event documents submitted: Event Management Plan, Risk Assessment(s), Site Plan, Noise Management Plan etc.	2 weeks before Event	EO
Residents' notification (see page 14)	2 weeks before Event	EO
Additional Special Terms letter issued to EO if required		HES
Road, pavement or car park restriction closure signage erected	At least 1 week before Event	EO/HES

TIMESCALES

EVENT DELIVERY

Action	Timeframe	Responsibility
Pre-event Site Inspection if required	Event day	HES
HES staff attendance to monitor Event, site and noise levels	Event day	HES
Post-event Site Inspection	Within 2 calendar days of Event/site vacated	HES
Additional invoices issued if required	2 weeks after Event off site	HES
Written Debrief completed & shared if required	2 weeks after Event off site	HES

Timescales remain subject to change and dependent on HES's operational requirements



HOLYROOD PARK

Holyrood Park Education Centre,
1 Queens Drive, Edinburgh, EH8 8HG

National Grid reference: NT 2773

Telephone: 0141 552 2984

Email: venuehire@hes.scot



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

Historic Environment Scotland
Longmore House, Salisbury Place
Edinburgh EH9 1SH

0131 668 8600
historicenvironment.scot

Historic Environment Scotland – Scottish Charity No. SC045925
Registered Address: Longmore House, Salisbury Place, Edinburgh EH9 1SH

*Edinburgh
Marathon Festival*