Holyrood Park Event Application Form

Before completing this application form, please ensure that you have read the Event Guidance for Holyrood Park. A copy of the document can be found on our website here

Your details	
Contact name:	
Position within company / organisation:	
Company / organisation name:	

Company / organisation address:	Invoice address (if different):

Contact phone:		Contact mobile:	
Contact email:			

Event details					
Name of event:					
Date(s) of event:		Event start time:		Event end time:	
Start date of event build:		End date of event take down:			
Anticipated number of participants:		Anticipated number of spectators:			
Anticipated entry fee:					

Event proposal

Please provide as much information as possible to give us as thorough understanding of the proposed event. Alternatively use this space to reference a separate document(s) (to be included with this application form) that provides relevant information.

Please include:

- Exact description of what the event is and its purpose
- Full schedule of activity detailing from the start of occupation until the end and event timings
- If the event is a repeat of a previous event, please provide details of the previous event and details of any way in which the proposed event may differ
- Any other information that would be relevant to the application

Activity at the event

Will the proposed event have, or is it likely to have, any of the following:

Temporary event structures	Yes ☐	No ☐
If yes, refer to **page 8** in our Holyrood Park Event Guidance for more information on site facilities / constraints. Please describe all structures such as stage, marquee, generator, lighting etc that are to be part of the event.		

Staff / participant welfare	Yes ☐	No ☐
If yes, please provide further information regarding number and location of portable toilets / changing areas / drinking water / breakout areas etc.		

Holyrood Park Education Centre hire	Yes ☐	No ☐
If yes, please provide further information regarding the use of the Holyrood Park Education Centre (staff welfare, event or media hub etc).		

PA / Sound system	Yes ☐	No ☐
If yes, please refer to **page 14** in our Holyrood Park Event Guidance for limits / restrictions. Please provide further information on the equipment brought on site, location of placement, timings of use and how the limits / restrictions will be adhered to.		

Live music / performance	Yes ☐	No ☐
If yes, please provide further information regarding any live music or performance elements of the event. Please contact The City of Edinburgh Council to inform them of your event as additional licences may be required.		

Filming / UAS (drones)	Yes ☐	No ☐
If yes, please provide further information regarding locations and timings. A separate application must be made to our filming team - https://www.historicenvironment.scot/visit-a-place/filming/guidelines-applying/ in advance of the event.		

Road closures	Yes ☐	No ☐

If yes, refer to **page 7 & 8** in our Holyrood Park Event Guidance for information on Park roads.
Please provide further information regarding specific roads and timings.

Car park closures	Yes ☐	No ☐

If yes, refer to **page 9** of our Holyrood Park Event Guidance for information on the capacity and location of Holyrood Park car parks. Please provide further information regarding specific car park closures and timings.

Stewarding / security / marshals	Yes ☐	No ☐

If yes, please provide further information regarding numbers, locations and timings. Steward locations must also be shown on the event route map, to be submitted with this application.

First aid provision	Yes ☐	No ☐

If yes, please provide further information regarding medical and first aid care to be provided such as first aid station, ambulance on site etc.

Catering	Yes ☐	No ☐

If yes, please provide further information regarding types of catering to be considered. Please contact The City of Edinburgh Council's Public Spaces Team to inform them of your event as additional licences may be required.

Waste management	Yes ☐	No ☐

If yes, please provide further information regarding methods used to maintain the site free of litter and refuse. We expect that the site will be left clear of any litter following the event. Please also detail what green credentials your organisation or waste management company has.

Fees

A fee estimate can only be calculated following the submission of the application form along with all the relevant information.

Further information on our fees can be found in our **Event Guidance for Holyrood Park.** This can be found on our website here.

- Fees, generally, are assessed on the total event footprint and disruption caused to Park car parks and road network
- Depending on the size / scale of the event, you may be asked to pay a remediation deposit to cover the cost of any damages and resulting staff costs. This will be returned after successful completion of the event.

Supporting documentation

Please send the following with the application – please check each box, below, to show which are included:
☐ Route map – the route map must clearly show the route of the event and the placement of stewards
☐ Site plan – this map must clearly show where every and all event structures / equipment is placed
☐ Draft sound mitigation plan (if applicable)
☐ Draft risk assessment / Event Management Plan
☐ Confirmation that public liability insurance will be in place on date(s) of the event (minimum £10 million)
The following information must be sent to us no later than 14 calendar days before your event build commences:
Valid Public Liability Insurance documents (minimum £10 million)
Most up to date risk assessment / Event Management Plan
Finalised sound mitigation plan (if applicable)
Relevant licences from The City of Edinburgh Council (if applicable)

Submitting the application

Completed applications can be submitted via email or post.

Postal address:	Email address:
Historic Environment Scotland Ranger Service Holyrood Park Education Centre 1 Queen's Drive Edinburgh EH8 8HG	venuehire@hes.scot

Declaration	
I have included all pertinent information about the event within this application as well as the requested supporting documentation. I agree to inform Historic Environment Scotland of any proposed changes to the information contained within this application.	
Signed	SIGN HERE IF RETURNING HARDCOPY
Name	
On behalf of (company name)	
Date	