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**THE CITY OF EDINBURGH COUNCIL**

**PARKS AND GREENSPACE**

**EVENT PERMISSION FORM**

Event Name

Park

Set Up Date and Time Start Date

End Date Offsite

Expected Number of Attendees per day/per show

**Please provide a site map and complete the following details if applicable:**

Infrastructure requirements: eg toilets/fencing/tents/bins etc

Will any area of the park be closed to the public? If so, please detail the size of the area and timescales:

Will there be an admission fee? If so, please give details:

If the event is performance based, please details the start, end times of the shows:

If the event is for charity, please provide the charity registration number and the percentage of the proceeds that will be donated:

How many staff or volunteers will be required?

Are there any other details such as: Will you be selling food, drink or any other items?

Playing music?

Using inflatable play equipment?

**Event Organiser Details**

Organisation or Company

Contact Name

Contact Email

Contact Telephone Number

Invoicing Address inc. postcode

Lease Signatory

(if different from name above)

**Event Conditions**

Please be advised that you must agree to the following statements before the event application will be considered. Please indicate agreement by placing an X in each of the statement boxes below.

**We are unable to consider incomplete applications**

I confirm that should permission be granted I will supply, four weeks prior to the activity, a copy of the appropriate risk assessment/wind management plan/vehicle/litter management plans.

I confirm that I am familiar with the requirements of the Protection of Children (Scotland Act 2003 and I know I have a legal duty to ensure that anyone recruited in a “child care position” has not been placed on the Disqualified from Working with Children list.

I confirm that should permission for the event be granted I will supply a copy of my third party public liability insurance (minimum £10million) to [parks@edinburgh.gov.uk](mailto:parks@edinburgh.gov.uk); to be received four weeks prior to the start of the event

I confirm that any charge, reinstatement bond or additional costs incurred can be invoiced directly to the address supplied above.

I confirm that I am familiar with the requirements of the Equality Act 2010, City of Edinburgh Council’s Park Management Rules, Tree Protection Policy and Recycling/Litter Management Policy and will adhere to them.

I confirm that should the event involve a parade, road closures, sale/provision of alcohol/ food and/or performance/live music then I will obtain all the required licence(s) for these activities.

I confirm that I understand *that The City of Edinburgh Council is required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. We will not allow any of our publicly owned venues, including schools and community centres, to be used by any party, individual or group that would be in conflict with our duty under the Counter Terrorism and Security Act (2015).*

*Please note that the personal details you provide in this form are for the purposes of processing your application and will only be used for administrative reasons relating to your application, and the subsequent event. Depending on the type and size of the event, it may be necessary to share this information with partner agencies, such as Police Scotland. Where this occurs, the processing is done in order to fulfil our obligations to ensure the safety of the public and compliance with relevant legislation.*

*More details about the Council’s data protection arrangements and your rights as data subject can be found on our website: http://www.edinburgh.gov.uk/privacy*

**Charges from 1 April 2021 to 31 March 2022**

* Princes Street Gardens (small event including community or CEC supported) **from** £1000 / day, £498 /half day
* Princes Street Gardens (Standard Event) **from** £1770 / day, £882 half day
* Princes Street Gardens (large event) **from** £2,820 / day, £1,407/half day
* Princes Street Gardens (small, free admission, low key) price on application
* Events Within the Ross Bandstand – Vehicle Access through the Gardens £59 + VAT per vehicle
* Small Community Event – No charge
* The Meadows and Bruntsfield Links (large event) **from** £830 / day, £415/ half day
* The Meadows and Bruntsfield Links (small event) **from** £494/ day, £247/half day
* Calton Hill **from** £483 / day, £242 per half day (if Council conditions are ignored by the applicant, a £1000 penalty will be added to the invoice. If large event, Park Rangers will require to be on site at a fee of £60 + VAT / hour x 2 hours minimum. Rangers will be on site to meet and greet and will intermittently arrive at the event for the first two hours of set up.
* Calton Hill vehicle access charge fee **from** £111 + VAT (admin fee) + additional fee of £60/hour + VAT for out of hours access
* Leith Links **from** £441 / day, £221 per half day
* Inverleith Park **from** £580/ day, £290 per half day
* Saughton Park (small event) **from** £495 / day, £248 per half day
* Saughton Park (large event) **from** £830 / day, £415 per half day
* Saughton Park Wedding Ceremony without marquee **from** £180 / hour
* Saughton Park Wedding Ceremony with marquee **from** £495 / day
* Other city parks **from** £390 / day £195 per half day
* Wedding Ceremonies with no marquees – dependant on size – per day **from** £179 / day
* Lauriston Castle Grounds (small event) **from** £495 / day, £245/half day
* Lauriston Castle Grounds (large event) **from** £830/ day, £415/ half day
* Lauriston Castle Grounds Wedding Ceremony with Marquee **from** £990
* Lauriston Castle Grounds Wedding Ceremony without Marquee **from** £495
* Sighthill Park (large event) from £221/day
* Sighthill Park (small event) from £441/day
* Staff overtime when required £60 / hour + VAT
* Administration fee where applicable £60 + VAT

Where applicable, a charge will be made by the Estates Team of between £250/£300 for the preparation of a lease.

All events are charged at a minimum of half day rental for up to 4 hours.

Set up and breakdown days will be charged at the daily rate.

When damage to the park is considered likely a refundable bond must be paid in full and received by the Council prior to the event. Failure to provide a bond, when requested, will result in event permission being withdrawn.