

THE CITY OF EDINBURGH COUNCIL
PARKS, GREENSPACE AND CEMETERIES
EVENT PERMISSION FORM

Charges from April 2019 to March 2020

Princes Street Gardens (small event including community or CEC supported) from £900 / day

Princes Street Gardens (Standard Event) **from** £1600

Princes Street Gardens (large event) **from** £2,550 / day

Princes Street Gardens (small, free, low key) decision on fees when all details received

Events Within the Ross Bandstand – Vehicle Access through the Gardens £50 per vehicle

Community Gala – No charge

The Meadows and Bruntsfield Links (large event) **from** £750 / day

The Meadows and Bruntsfield Links (small event) **from** £450 / day

Calton Hill **from** £440 / day

Calton Hill vehicle access charge fee **from** £100 + additional fee of £50/hour for out of hours access)

Leith Links **from** £400 / day

Inverleith Park **from** £520 / day

Saughton Park (small event) **from** £450 / day

Saughton Park (large event) **from** £750 / day

Other city parks **from** £350 / day

Wedding Ceremonies with no marquees – dependant on size – per day **from** £160 / day

Lauriston Castle Grounds **from** £850 / day

Lauriston Castle Grounds Wedding Ceremony with Marquee **from** £895

Lauriston Castle Grounds Wedding Ceremony without Marquee **from** £445

All events are charged at a minimum of half day rental for up to 4 hours. Additional fees will apply for the preparation of a lease and for any Council staff support. 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 Failure to provide a bond, when requested, will result in event permission being withdrawn.

INFORMATION ON THE EVENT

Event Name

Park

Set up Date and time

Start Date

End Date

Offsite

Total No of expected Attendees / day

Please provide a detailed description of your event which **must** include set up, start, finish and de-rig times and dates and if applicable infrastructure requirement, number of officials and volunteers, admission charges, percentage of proceeds going to charity and charity registration number.

Event Organiser Details

Organisation/Company

Invoicing Address

Town/City

Post Code

Contact Name

Lease Signatory if different from above

Contact Telephone No and email

Event Conditions

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

We are unable to accept incomplete applications.

- I confirm that should permission be granted I will supply prior to the activity a copy of the appropriate risk assessment to: parks@edinburgh.gov.uk
- 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; to be received two weeks prior to the start of the event.
- I confirm that any charge, reinstatement bond or any additional costs be incurred these can be invoiced directly to the address supplied above.
- I confirm that I am familiar with the requirements of the Equality Act 2010, the 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>